
LIVE PROJECT

CAMP 5005



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Amy Watler-Thomas – Live Project CAMF5001

Daily Journal

Monday 29th April 2019

During class on the first day of the module I was very worried about what I could do, after a discussion I decided I would think about planning a documentary or a short promotional video for the documentary, whether this would be made or not was unseen at the time. Matt Jones suggested I could be project manager. After discussion I suggested we could do a Vouge 73 question style video instead. I will do a mood board or research on this. When I got home, I made an email group on office 360, it is a little bit awkward but will find the best way to work with it so everyone finds it easy to share files and messages in one place. I sent out an email to everyone noting the roles that the team had decided on in class, and also requesting everyone's availability. (See Appendix A, page 24) I started making a list of things to do. I am unsure at this point on how to organize things for the assessment and for myself as it will have to be done in a more ordered fashion than the usual writing down on paper. Also I will have a list of what do in my role and then what to do for myself for the assessment hand in. I am unsure at this point how to package this hand in, regarding lists and the thought processes. I am unsure if I should write it all down

Live project

29 April 2019 14:58

Monday 1st April 2019

- ☒ Make group on email
- ☒ Make SharePoint
- ☒ Where to do 73 questions
- ☒ Send out email with roles and asking for availability
- ☐ Schedule
- ☐ Brand manual from kelvin
- ☐ Film ideas
- ☐ Ideas for series of promo videos
- ☐ Plan a rough documentary
- ☐ Questions to interview people with
- ☐ Put dates in diary
- ☐ For ink con
- ☐ Fest
- ☐ Main fest days
- ☐ Interview days
- ☐ Page of planning interview and what need
- ☐ Plan presentation
- ☐ Email meg social media campaign from past project as example
- ☒ How do i work this around totally inked
- ☒ How do we put it together in one day
- ☐ 73 questions as research, strategy castle or ~~frownness~~
- ☐ Email meg social media campaign
- ☐ Monday would be best day to interview people
- ☐ Would James like to review films, can I phone him to ask

I decided by the end of the day that I would focus on role of Project manager, being camera operator and do 73 Questions style video. I contacted James but he was too busy until Wednesday to discuss his role. Some of these points therefore dropped off the list.

Wednesday 1st May 2019

During the lecture today we discussed many points, and came up with decisions. Today I found it quite hard to concentrate fully on all the things that were coming up to make note of, remember and add to

list of things to do and things to remember as it was a lot to take in. I said to everyone to keep all messages on email and to send any emails to the group for everyone to see, unless they wanted to message me directly but only by email, and to also to keep everything written down and therefore a record for everyone to be on the same page. I sent out a group message including team members availability, points made today and action points raised today. (See Appendix B, page 27)

Project Manager list	
☒	Schedule
☒	Brand manual from kelvin to group
☒	Put dates in diary
☒	For ink con
☒	Fest
☒	Main fest days
☒	Email meg social media campaign from past project as example - link expired to download
☒	73 questions as research, strategy castle or ~~frwness~~
☒	Would James like to review films, can I phone him to ask
☒	Make note of points on list
☐	Kelvin to provide link to films for James
☐	How to do a calendar, will have a look, if not ask Brett for help this week
☒	Confirm availability
☒	Tuesday 28th 'Down the caravan' screening make note in diary
☐	Email Simon and inform him of what I am doing
☒	Simon coming to meeting next Tuesday
☐	Plan meeting
☐	Tea and coffee ~~kity~~ for meetings
☐	Ash to do ~~gant~~ chart, once completed to put on share
☒	Show how to use ~~Sharepoint~~
☒	Send out group email
Assesment Portfolio Work	
☐	Look at client-pitch suggestions on Moodle.
☐	Screenshot and talk about organising SharePoint
☐	Will I need to do release forms?
☐	Write down Ideas and rough plan on presentation and script
☐	Reflect on managing changes
☐	Look at production portfolio on ~~moodle~~
☐	Ask for screenshot of Livestream analytics
☐	Look at scrum process on ~~moodle~~
☐	Send what I am doing to ~~brett~~ and matt to keep them informed
☐	Need to talk to student services regarding possible extenuating circumstances
☐	Write daily journal
☐	Plan presentation - notes on this in notebook

I did quite a few things from the list from the day by the end of the day. Anything completed on the day will be transferred on a list to the next day and anything no longer applicable will not.

Thursday 2nd May 2019

I was unable to attend lecture today as I had to go for an appointment at the hospital. Megan took notes for me and sent me those. Ash also brought me up to speed on anything else I missed.

- Ash is also doing a trailer for CBFF
- Kelvin likes all the work Meg has put in but only wants black merchandise, which I think is a shame as a white jumper design she had looked great.
- Kelvin is thinking of combing Trollbridge program with main event program
- Discussed entertainment and catering for future events
- Meg will finish designs in the next few days

I am feeling the pressure to research and complete everything for the presentation next Tuesday. I looked at the guideline points for the presentation on Moodle and made notes on each point and sent them to my lecturers as I wasn't sure what to write of if I had missed any points I should mention.

As Kelvin is the organizer I messaged him asking for analytics on the 1st livestream to write about in portfolio and mention in the presentation.

Livestream video



Amy Watler-thomas (1707584)
Thu 02/05/2019 18:23
Kelvin Guy (1704517) ✓

4/284
1:23

Hello Kelvin,

Would be able to send me a screenshot of analytics from the livestream as it is now, please?

Ash sent me this one (I have attached as an example) from 24 hours after the livestream, but it would be nice to compare the two of them.

Hope you have a nice weekend,
Thank you,

Amy

I took screenshots of Sharepoint and wrote about it as part of the portfolio. (See page 15)

I emailed progress to Matt and Brett and asked for a tutorial next week.

Thursday 2nd April 2019

Project Manager list

- ☐ Kelvin to provide link to films for James
- ☐ How to do a calendar, will have a look, if not ask Brett for help this week
- ☐ Email Simon and inform him of what I am doing
- ☐ Plan meeting
- ☐ Tea and coffee ~~kit~~ for meetings
- ☐ Ash to do ~~gant~~ chart, once completed to put on share

Assesment Portfolio Work

- ☒ Look at client-pitch suggestions on Moodle.
- ☒ Screenshot and talk about organising SharePoint
- ☒ Will I need to do release forms?
- ☒ Write down Ideas and rough plan on presentation and script
- ☐ Reflect on managing changes
- ☐ Look at production portfolio on ~~moodle~~
- ☒ Ask for screenshot of Livestream analytics - 24 hours after livestream
- ☒ Ask Kelvin for screenshots current analytics on the video
- ☐ Get a screenshots from Kelvin
- ☐ Look at scrum process on ~~moodle~~
- ☒ Send what I am doing to ~~brett~~ and matt to keep them informed
- ☐ Need to talk to student services regarding possible extenuating circumstances
- ☒ Write daily journal
- ☐ Research page and moodboard on 73 Qs
- ☐ Page on importance of livestream and that
- ☐ Do I put screenshots or copy of all emails from the group

Friday 3rd May 2019

Ash made a Monday.com page for the team and added every one. I had a quick look at the end of the day to get a grasp on how to use it and think I have an understanding of it. Ash had added a few example tasks and I added some more. I will make a page on using this website.

Monday is a website where you can add people to a group, add different tasks for each person and mark their priority with completion date added to it. Members of the group can mark their tasks as done when they are completed.

The screenshot shows a Monday.com board titled "Team Tasks" with a search bar and a "New Task" button. The board is organized into two sections: "Open Tasks" and "Done". The "Open Tasks" section contains a list of tasks with columns for Owner, Status, Due Date, and Priority. The "Done" section contains a single task "create monday board".

Task	Owner	Status	Due Date	Priority
Everyone accepted request to Monday	AE	Working on it	May 4	Urgent
Gant chart	AE	Working on it	May 10	Medium
Tes and Coffee	KG	Working on it	May 7	Medium
Share films to James	KG	Working on it	May 4	Urgent
Presentation shared to group	AE	Working on it	May 6	High
Make Organisational charts	AE	Waiting for review	May 5	Medium
Merchandise designs	KG	Working on it	May 12	High
Research Films	KG	Working on it	May 12	Medium
Documentary research	KG	Working on it	May 12	Medium
Design Programme	KG	Working on it	May 27	High
Write questions for interview	KG	Working on it	May 12	High

The "Done" section contains a single task "create monday board" with a status of "Done", a due date of "May-5", and a priority of "High".

I had an email response from Matt about the Presentation and if my other work was correct which it is so far.

I received a screenshot of livestream analytics from Kelvin in an email also for my presentation to talk about the importance of these videos.

The screenshot shows a Facebook post from "Carmarthen Bay Film Festival CBFF - Gŵyl Ffilm Bae Caerfyrddin". The post is titled "Welcome to the Carmarthen Bay Film Festival Nomination 2019" and includes a video thumbnail. The post has 7,695 people reached, 2,504 3-second video views, and 640 reactions, comments, and shares. The post also includes a "Performance for your post" section with metrics for likes, love, wow, comments, shares, and post clicks.

Performance for your post

Metric	Value
People Reached	7,695
3-second video views	2,504
Reactions, comments & shares	640

Reactions, comments & shares

Reaction	On post	On shares
Like	373	336
Love	102	89
Wow	16	16
Comments	93	51
Shares	59	4

Post Clicks

Click Type	Value
Clicks to Play	276
Link clicks	4
Other Clicks	680

NEGATIVE FEEDBACK

Action	Value
Hide Post	0
Report as Spam	0
Hide All Posts	0
Unlike Page	0

Get more likes, comments and shares

Boost this post for £23 to reach up to 8,600 people.

7,695 People reached
1,600 Engagements

44 Comments
55 Shares

Like Comment Share

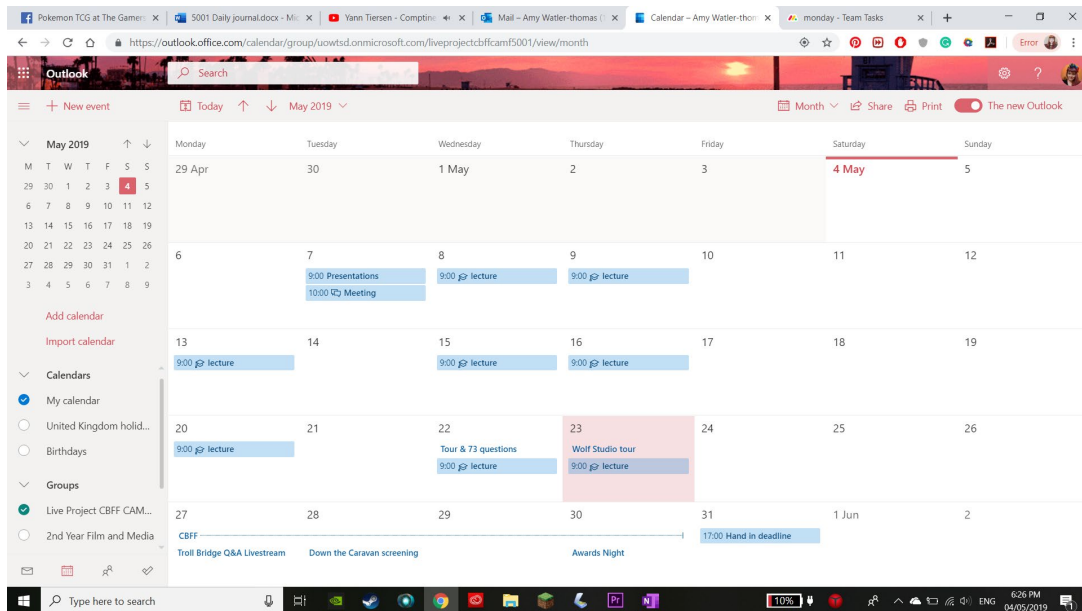
Saturday 4th May 2019

Had an email response from Brett about the Presentation, all is well there and I just need to do it by Tuesday now.

I am emailed student services requesting extenuating circumstances.

I removed some things from my main list onto Monday.com only as some of these I cannot personally do. Not everybody yet has joined the website so I am unsure what stage every-one is at the moment.

I had a look at how to do a calendar on office360 and it was really easy to find and complete then. I will need to find out what days lectures are towards the end of the module as I won't be able to make many of them.



I added a few points to a rough guideline for presentation.

Saturday 4th April 2019

Project Manager list

- ☒ How to do a calendar, will have a look, if not ask Brett for help this week
- ☒ Email Simon and inform him of what I am doing
- ☐ Plan meeting
- ☐ Tea and coffee ~~kity~~ for meetings
- ☒ Transfer list of things for people to do to Monday.com

Assesment Portfolio Work

- ☒ See what Brett and Matt say about presentation and do more on that
- ☒ Look at Monday.com and understand it
- ☒ email student services regarding possible extenuating circumstances
- ☒ Write daily journal
- ☒ Get a screenshots from Kelvin
- ☐ Reflect on managing changes
- ☐ Look at production portfolio on ~~moodle~~
- ☐ Look at scrum process on ~~moodle~~
- ☐ Research page and moodboard on 73 Qs
- ☐ Page on importance of livestream and that
- ☐ Put copy of copy of all emails from the group
- ☐ Do screenshots of trying to understand and explain Monday.com
- ☐ What days will lectures be
- ☒ Learning outcomes for presentation

Sunday 5th May 2019

I have kept checking the last few days that everyone has joined Monday.com and they hadn't, so I sent a reminder email. Kelvin hasn't allowed James to watch the films online yet which will delay James's work as it will be nearing a week in the next two days that this hasn't been done, this is worrying in terms of James being able to watch enough films and do good quality writing.

Update



Amy Watler-thomas (1707584)
Sun 05/05/2019 16:25
Live Project CBFF CAMF5001



Hello team,

I hope everyone is on track with their presentations, remember to upload these to the group tomorrow (Monday 5th May) so everyone is aware of what you are doing.

- Regarding John's role, I am concerned that there is no update on what your role or plans are yet.
- Regarding Monday.com, James and Meg haven't accepted the invitation yet. If anybody has any issues regarding how to use it then please watch the video on the website on how to use it or send me an email.
- It is not marked as Done on Monday.com that James has received access to the films yet, it is crucial this happens as soon as possible. If there are any problems in setting this up, please let me know as soon as possible and we will arrange another way for James to be able to see the films.
- If there are any issues arising that anybody has and not shared with the team, please let us know.
- You may have seen that I have added dates to the group Calendar - [Link here](#) - I am unaware currently what dates we have lectures towards the end of the module and will confirm this on Tuesday.
- You have all received an email from Ash with the presentation order on Tuesday 7th May
- You have all received an email from Kelvin about sending your work to the committee to be looked over by the 13th May

Hope you are all having a nice weekend,

Amy

I then also sent out an email asking everyone to download the Outlook email app for their phones so they can get notified when they receive an email as some people are not checking their emails and missing things they should be aware of.

Email Notification



Amy Watler-thomas (1707584)
Sun 05/05/2019 17:00
Live Project CBFF CAMF5001



Hello team,

As student email can be awkward to access through MyDay, I would recommend everyone installs the Outlook mobile app and adding their student email account.

This would mean you could set up sound notifications as soon as an email comes through instantly without missing any important updates.

Visit this Link below or go to your mobile phone app store and find it through there.

Hopefully that will make it easier to access emails,

Thanks team,

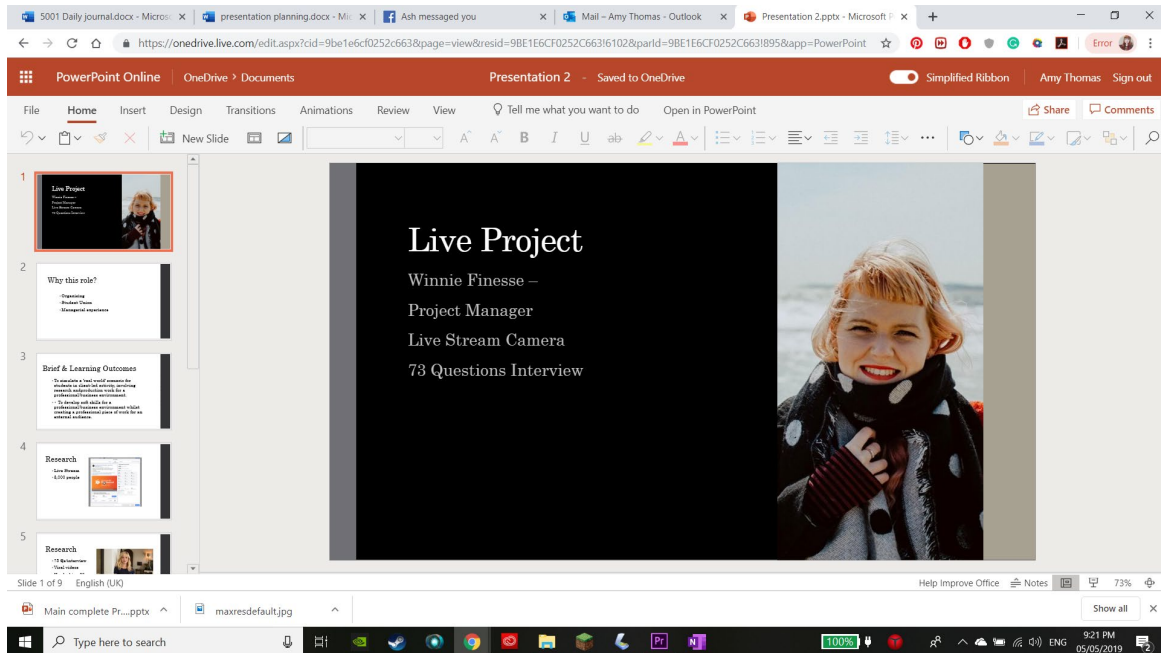
Amy

Microsoft Outlook - [Get Outlook on your phone](#)

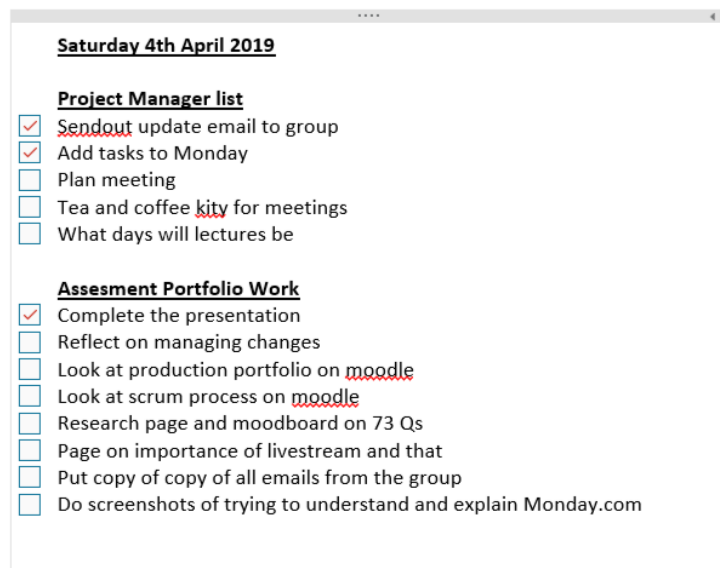
Get Outlook on your phone for free Enter your phone number and we'll send a download link. You entered your phone number incorrectly. Please try again.

w2.outlook.com

Did planning towards Presentation and uploaded to the group Sharepoint. I really wasn't sure what to write, as it is different for other people in the group as I was already doing work for the festival.



Here is the list that I have today, I got the main thing done, the presentation. I didn't get many points done but it seems that things to manage the project take a lot more time each than nearly just writing them down.



Monday 6th May 2019

Sent out an email to the group and to John as he is having a hard time understanding the module brief and isn't informing group of changes to his role, I feel I am good at writing well worded emails to get my point across in a professional manner, it is proving difficult. He won't reply to group emails and has planned to do a BTS documentary without consulting the team.

Typed out Agenda for meeting tomorrow after presentations. (See page 29)

Researched 73 Questions. (See page 18)

Saturday 4th April 2019

Project Manager list

- ☒ Send out update email to group
- ☒ Add tasks to Monday
- ☒ Plan meeting
- ☐ Tea and coffee ~~kity~~ for meetings
- ☐ What days will lectures be
- ☐ Share presentation to group
- ☒ Email out meeting agenda

Assesment Portfolio Work

- ☒ Complete the presentation
- ☐ Reflect on managing changes
- ☐ Look at production portfolio on ~~moodle~~
- ☐ Look at scrum process on ~~moodle~~
- ☒ Research page
- ☐ moodboard on 73 Qs
- ☒ Megs questions
- ☐ my questions
- ☐ Page on importance of livestream and that
- ☐ Put copy of copy of all emails from the group
- ☐ Do screenshots of trying to understand and explain Monday.com
- ☐ Presentation script

Wednesday 7th May 2019

Had a lecture in the morning and went through situation report. Wrote out an email with action points and updates, and wrote up minute's notes from the meeting yesterday.

Sent out an email requesting that everyone gives Meg feedback today as she asked two days ago but has only had 2 response so far.

Saturday 4th April 2019

Project Manager list

- ☒ Send out update email to group
- ☒ Add tasks to Monday
- ☒ Plan meeting
- ☒ Tea and coffee ~~kity~~ for meetings
- ☒ What days will lectures be
- ☒ Share presentation to group
- ☒ Email out meeting agenda
- ☒ Write up notes from meeting
- ☒ Send email with update

Assesment Portfolio Work

- ☒ Complete the presentation
- ☒ Research page
- ☒ Megs questions
- ☒ Presentation script
- ☐ Reflect on managing changes
- ☐ Look at production portfolio on ~~moodle~~
- ☐ Look at scrum process on ~~moodle~~
- ☐ moodboard on 73 Qs
- ☐ Make sure kelvin ~~isnt~~performative and is natural
- ☐ Talk about live stream last time
- ☐ Thing that could go wrong - write about this
- ☐ Map of ~~Efrwness~~
- ☐ my questions
- ☐ Page on importance of livestream and that
- ☐ Put copy of copy of all emails from the group
- ☐ Do screenshots of trying to understand and explain Monday.com

Monday 13th May 2019

Between last Wednesday and today I have sent various emails and received responses. I applied and successfully got extenuating circumstances for this module. I completed the questions for the 73

Questions style interview. I did 25 questions in the end as it is enough as it is, and I think is a good amount for Kelvin to be able to answer confidently and not feel overwhelmed by many questions. I wrote a meeting Agenda for today and sent that out yesterday, today held the meeting and wrote out the minutes for that.

I also added quite a few tasks to Monday for the team. Some tasks are behind with some members of the team, though these don't effect anybody else currently which is a good thing. For the most track everybody is on track and getting tasks ticked off their list gradually. The team has offered support to those who are perhaps struggling or falling behind on any tasks.

Open Tasks		Owner	Status	Due Date		Priority	
Presentation shared to group		JR	Working on it	1	May 6	1	High
James to give Meg design feedback		JR	Working on it	1	May 8	1	Urgent
Change Amy's name to Winnie on program		KG	Working on it		May 13		Urgent
Amy Examples of work to committee			Working on it		May 13		Urgent
Ash Examples of work to committee		AE	Working on it		May 13		Urgent
Kelvin Examples of work to committee		KG	Working on it		May 13		Urgent
James Examples of work to committee		JR	Working on it		May 13		Urgent
John Examples of work to committee			Working on it		May 13		Urgent
Research Films		JR	Working on it		May 13		Urgent
Documentary research			Working on it		May 13		Urgent
Documentary Moodboard			Working on it		May 13		Urgent
Share treatment to SharePoint			Working on it		May 13		Urgent
Share historical festival information to John		KG	Working on it		May 14		High
Look for Sponsorship to put in program		KG	Working on it		May 17		Medium
Agenda for next meeting			Working on it		May 19		High
Amy Draft of Self Reflection			Working on it		May 20		High
James Draft of Self Reflection		JR	Working on it		May 20		High
Meg Draft of Self Reflection		MP	Working on it		May 20		High
Ash Draft of Self Reflection		AE	Working on it		May 20		High
John Draft of Self Reflection			Working on it		May 20		High
Kelvin Draft of Self Reflection		KG	Working on it		May 20		High
Risk Assesments		AE	Working on it		May 22		High
Do RA for livestream/73		AE	Working on it		May 22	1	Medium
Live Stream dry run		AE	Working on it		May 26		High
Video for awards night		AE	Working on it		May 30		High
Social Media templates		MP	Working on it		May 30		Medium

The one task that I should have done which I haven't is to send work the committee and I am incredibly frustrated with myself for not doing this sooner. Kelvin said by today we had to send work to the committee for review to give them enough time. It is currently 8pm and I have not done it.

Monday 13th April 2019

Project Manager list

- ☒ Get final list to kelvin
- ☒ Whos getting feedback what from what
- ☒ 73 Questions final questions
- ☒ Agenda for Monday meeting
- ☐ Send work to the committee
- ☒ Write up minutes from meeting
- ☒ Send out update email
- ☒ Email james back
- ☒ Sort out Monday

Assesment Portfolio Work

- ☐ Reflect on managing changes
- ☐ Look at production portfolio on moodle
- ☐ Look at scrum process on moodle
- ☐ moodboard on 73 Qs
- ☐ Thing that could go wrong - write about this
- ☐ Map of Effiveness
- ☐ Page on importance of livestream and that and last livestream
- ☐ Put copy of copy of all emails from the group
- ☐ Do screenshots of trying to understand and explain Monday.com
- ☐ Talk about 'Creating a management inclusive managerial system'
- ☐ Look and what planned to do in reflection, what didnt work or was missing or different
- ☐ How have i approached issues
- ☐ Establishing protocol type words
- ☐ Could research on managing like books or videos

Although I feel I haven't done enough for today, I have done a few things. I will send an email to the committee tomorrow.

Tuesday 14th May 2019

I sent a short email to the committee; it was brief but to the point.

Tuesday 21st May 2019

I haven't done a great deal in the last week due to a lot of the work having been done in terms of organizing what people are doing. All but one team member had a clear idea what they were doing, the one being something I was unable to help with further than I had.

I wrote up meeting notes from the Monday 13th meeting and sent out the minutes.

As I would not be in the lecture for the Monday 20th meeting I organized for Megan and Ash to chair and take minutes and wrote out and Agenda for them.

I received two emails on Sunday 19th saying Kelvin and Meg would be unavailable, I asked of those present to make sure minutes were taken.

Although I requested, minutes were not taken and I don't know if the Agenda Points were addressed. Hopefully I will find out later today to complete my paper work. If I don't then at least I know I tried to organize other team members to hold the meeting.

Today I went on to Monday.com and discovered that my trial had ran out. I thought that the trail was for the phone app and not the desktop version, but it was both. I sent out an email about it.

Monday.com



Amy Watler-thomas (1707584)

Tue 21/05/2019 15:48

Live Project CBFF CAMF5001



Hello Team,

I have checked Monday.com today and my trial has ended. I was unsure if this would effect desktop or the app, but has affected both and I no longer have access to change anything, and I am not going to pay for it this close to the end. You can still view your tasks but no longer edit them.

At this point you should have most of your work complete as hand in is at 5 pm on 31st in 10 days time.

The final actions points that are not marked as done are as follows;

Amy

- Draft of self-reflection (Due Monday 20th)

Ash

- Draft of self-reflection (Due Monday 20th)
- Example of work sent to committee (Due Monday 13th)
- Risk Assessments
- RA for live stream
- Live stream dry run
- Video for the awards night

James

- Draft of self-reflection (Due Monday 20th)

Meg

- All completed

Kelvin

- Draft of self-reflection (Due Monday 20th)

John

- Example of work sent to committee (Due Monday 13th)
- Draft of self-reflection (Due Monday 20th)
- Documentary research
- Documentary mood board

Regards,

Amy

I also had a telephone conversation with Kelvin and arranged that he will pick me up from Llanelli train station at half past 9 tomorrow morning for filming the tour and the 73 Questions.

Wednesday 22nd May 2019

I went to Llanelli. Filming went well of the tour and my 73 questions. The tour video was edited by Ash later the same day. The 73 Qs video would be edited by me and a later date as it would not be used until promotional material was released for the 2020 Film festival and that campaign starts. I will edit it for this assesment at a later date.

Link to the completed tour video

<https://www.youtube.com/watch?v=QsX114kQ2pA&feature=youtu.be>

Link to behind the scenes of filming the tour

https://www.youtube.com/watch?v=2ERSfTa_1NQ&feature=youtu.be

Link to behind the scenes of filming the 73 questions

<https://www.youtube.com/watch?v=LYR3ONB5ZCg&feature=youtu.be>

Monday 27th May 2019

After emails sent out on 21st May, I received no more emails from the group and no replies to any emails. I left it at that point and didn't send any more emails and called it a day as everyone else handed in their work at the end of that week.

This was the first day of the festival at Ffwrnness theatre. I filmed the Q&A for the Trollbridge premier. Megan did not show at the festival as was agreed so I had to operate two cameras which was a little awkward, but turned out totally alright. It was a little more stressful to film as I had to run between the two camera, but ultimately created no issues in the final product.

I would count this day as the last day I worked on the project actively for this year. By this point, I had overstretched myself, and was extremely tired due to personal and professional commitments I could not avoid. Had there been someone else that could have filmed it I would have organized it as I could barely concentrate on the job at hand, it all turned out well but I would not want to have to do that in the circumstances again.

Link to Q&A

<https://www.youtube.com/watch?v=XtlWnoEGP0c&t=166s>

Sunday 7th July 2019

After taking time off for personal reasons I started to finish up this assessment ready for hand in, and editing the 73 Questions style video was one of the main things. Which was also due to be used for the next 2020 festival promotions.

While looking at the files and getting confused as it wasn't making sense that I could not find it as I had all the video files. I realized that the useable take had not been recorded. The point of the video was to be a smooth sequence shot but the only slightly usable take would have to have a cut in it at the end and Kelvin didn't stop talking and said more than one line per answer. I am very disappointed as this was the only creative thing I did for the festival. I should have checked it was recording when the camera was passed to me.

After thoroughly watching through the only possibly usable take, I decided that Kelvin was too serious and not happy in his performance towards the end also and not salvageable and so this video will not be usable.

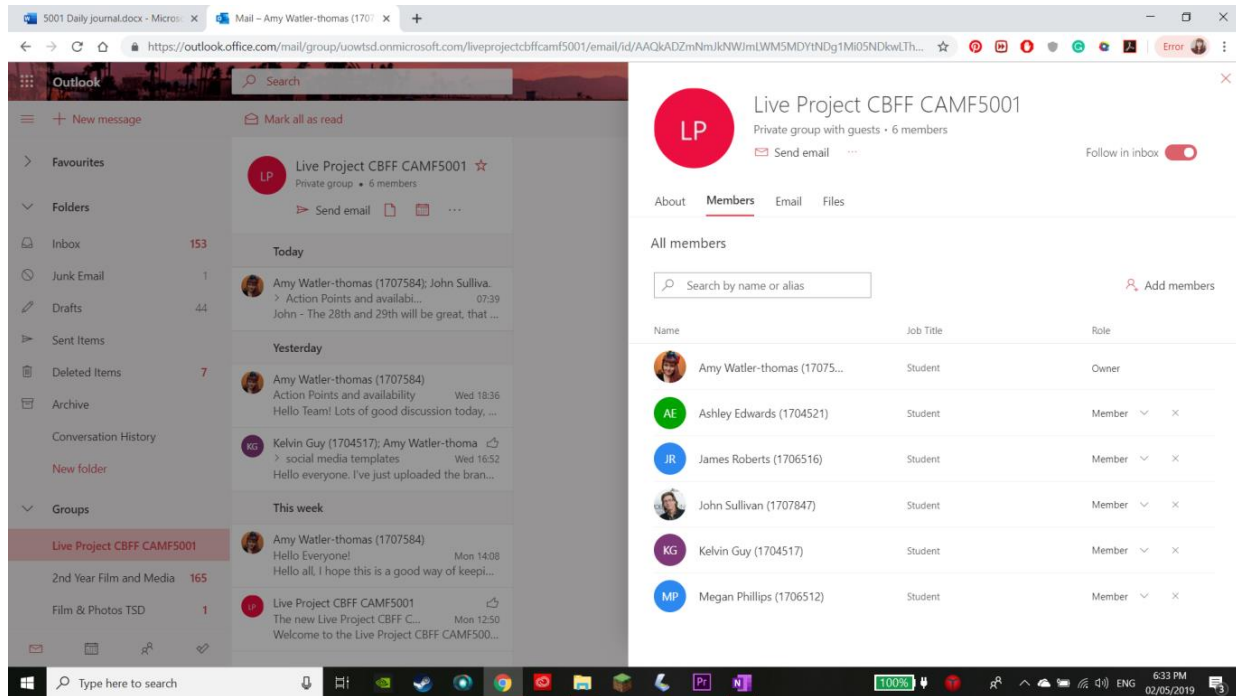
In the below link the external audio track has not been added, this is the raw video file.

Link to video

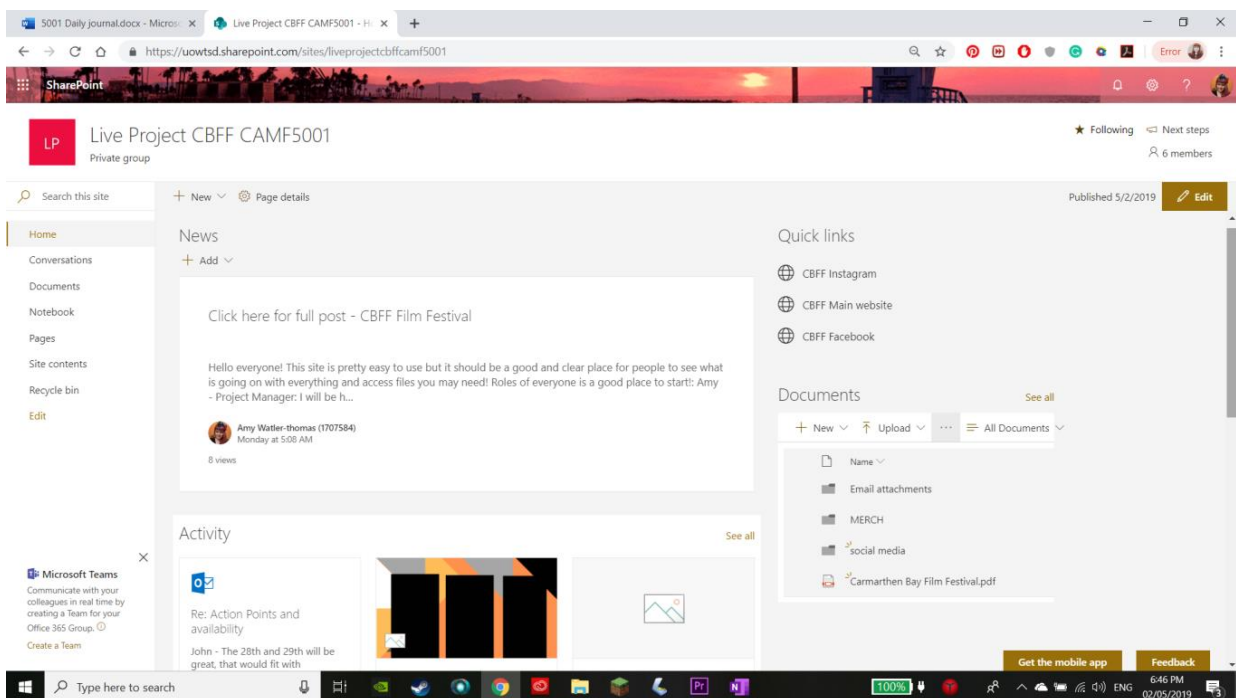
<https://www.youtube.com/watch?v=SL-M1zFkwR4&feature=youtu.be>

Sharepoint and Making An Email Group

In order to keep everyone informed and have an online place everyone could access for receiving messages, asking questions and sharing files and information, I created an email group within Office360 and a Sharepoint page.

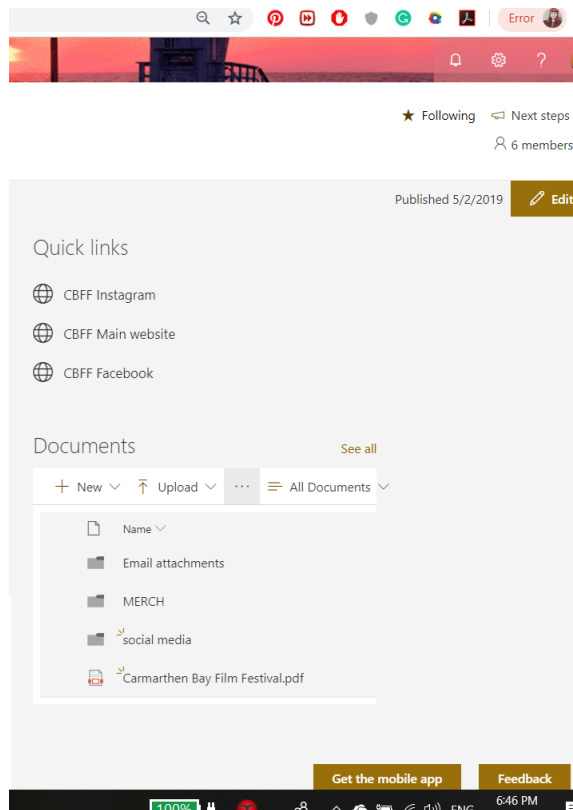


In some ways it felt a little non-user friendly as it isn't very customizable, but after having a play around with what was available to change I moved the page around into this configuration so it is as clear as possible for the team to find everything they need to quickly.

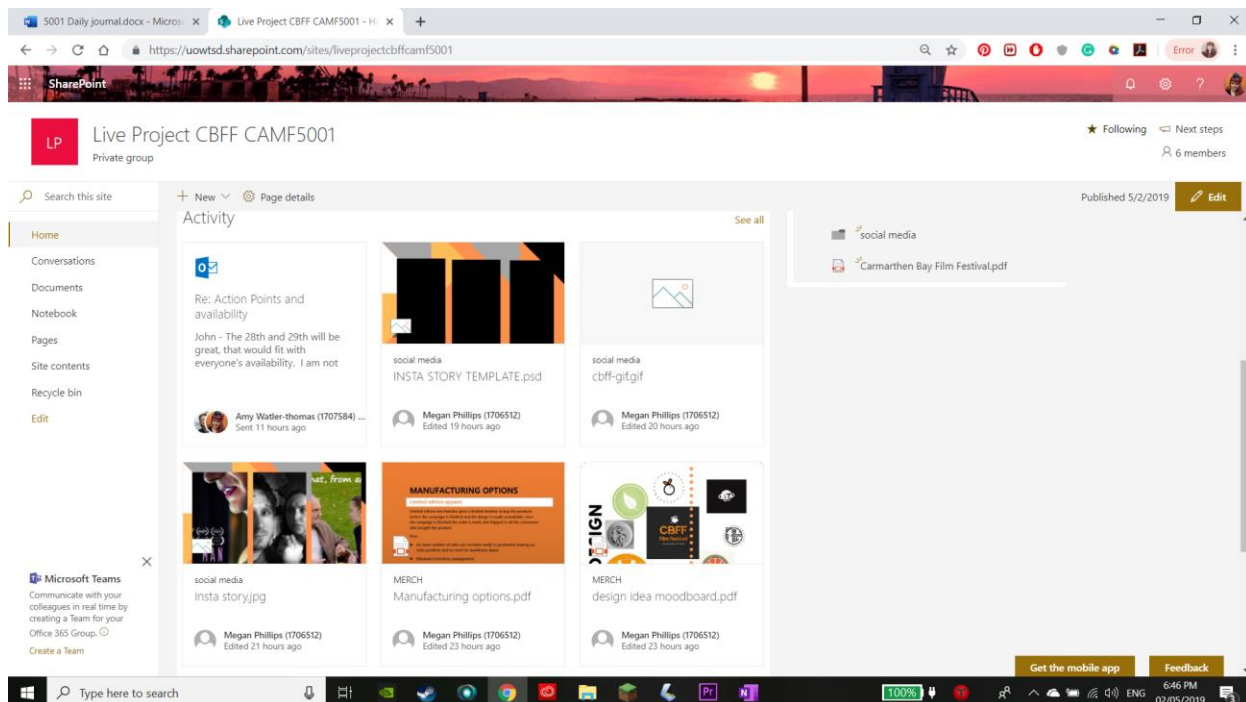


On the right hand side of the page I made links to the CBFF main website, Instagram and Facebook as I thought everyone would frequently want to visit these sites and it may prove useful.

Below that I put the upload and download space so everyone can quickly find the files that they need or want to share with the team.



On scrolling further down the page, all files that have been shared will appear in this section and also any group emails that have been sent, so everything can quickly be location in a easy to view layout.



On the left hand side of the page there are various tabs to quickly access various parts of the group. This is another way for the team to be able to find and upload shared files.

The screenshot shows a web browser with two tabs: '5001 Daily journal.docx - Microsoft Word' and 'Live Project CBFF CAMF5001 - Documents'. The address bar shows the URL: <https://uowtsd.sharepoint.com/sites/liveprojectcbffcamf5001/Shared%20Documents>. The SharePoint interface features a red header bar with the 'SharePoint' logo. Below this, the site title 'Live Project CBFF CAMF5001' is displayed, along with the subtitle 'Private group'. A left-hand navigation pane contains several options: 'Search', 'Home', 'Conversations', 'Documents' (highlighted), 'Shared with us', 'Notebook', 'Pages', 'Site contents', 'Recycle bin', and 'Edit'. The main content area is titled 'Documents' and displays a table of files and folders. The table has columns for 'Name' and 'Modified'. The files listed are 'Email attachments' (modified Monday), 'MERCH' (modified Tuesday), 'social media' (modified Yesterday), and 'Carmarthen Bay Film Festival.pdf' (modified Yesterday).

Name	Modified
Email attachments	Monday
MERCH	Tuesday
social media	Yesterday
Carmarthen Bay Film Festival.pdf	Yesterday

73 Questions Research

This video idea is from Vouge (magazine) YouTube channel who have been doing this for a few years, starting with Sarah Jessica Parker in 2014. They have created around 50 videos to date in this style. They have interviewed many famous celebrities including Taylor Swift and most recently Kim Kardashian.

The videos are one continuous take and follow a singular celebrity around either their house, place of work or somewhere which is relevant to that person. They are asked 73 questions in quick succession in an interview. Some of the questions are funny, some serious and some frivolous. These videos are scripted but always feel natural and give a good idea of the person being interviewed.

Many other YouTubers have followed this video pattern and done their own, perhaps one of the most popular and viral videos was a comedy version by Liza Koshy who did a parody including a fictional character that she plays in some videos. This video reached 15 million views, she was a short time after invited by Vouge to take part in an interview for them, which also reached 15 million views.

Taking part in a viral video trend can do wonders for a small YouTube channel, small company or individual to get noticed and reach a wider audience. Although someone such as Liza Koshy already had a huge following, many successful people online did so by being lucky and having a video or photo go viral, it is worth any small following business or individual to do this just in case.

References

73 Questions with Helga | Vogue Parody
<https://www.youtube.com/watch?v=03IUgOd4GH4>

Liza Koshy - Vouge
<https://www.youtube.com/watch?v=nRafaCcfrcl>

Kardashian - Vouge
<https://www.youtube.com/watch?v=QaZ93sibpk0>

Sarah Jess - Vouge
<https://www.youtube.com/watch?v=W511rtnnlZM&t=6s>

24 questions

- How are you?
- Sweet or savoury?
- How old is the festival?
- Any big plans for the next one?
- Favourite colour?
- Know any welsh?
- What two radio stations do you listen to in the car the most?
- Have you ever had a nickname? What is it?
- How many people help with the film festival?
- Who would you want to play you in a movie of your life?
- Favourite movie genre?
- Favourite part of the festival?
- What's your favourite movie?
- Most listened to musician.
- Any pets?
- Where is the festival held?
- When is it?
- Tea or coffee?
- You're on a desert island, what three things have you brought with you?
- What categories are there for the awards?
- How many films are showing?
- What place do you want to visit the most?
- What else is going on in the festival this year?
- Anything you want to say to the people with tickets to this year's event?

Questions Asked on 73 Questions

Mostly questions asked to Donatella Versace, some of these questions were asked and answered in Italian, this could be an option to do in Welsh, as long as it was Welsh that Kelvin Guy would be confident in saying.

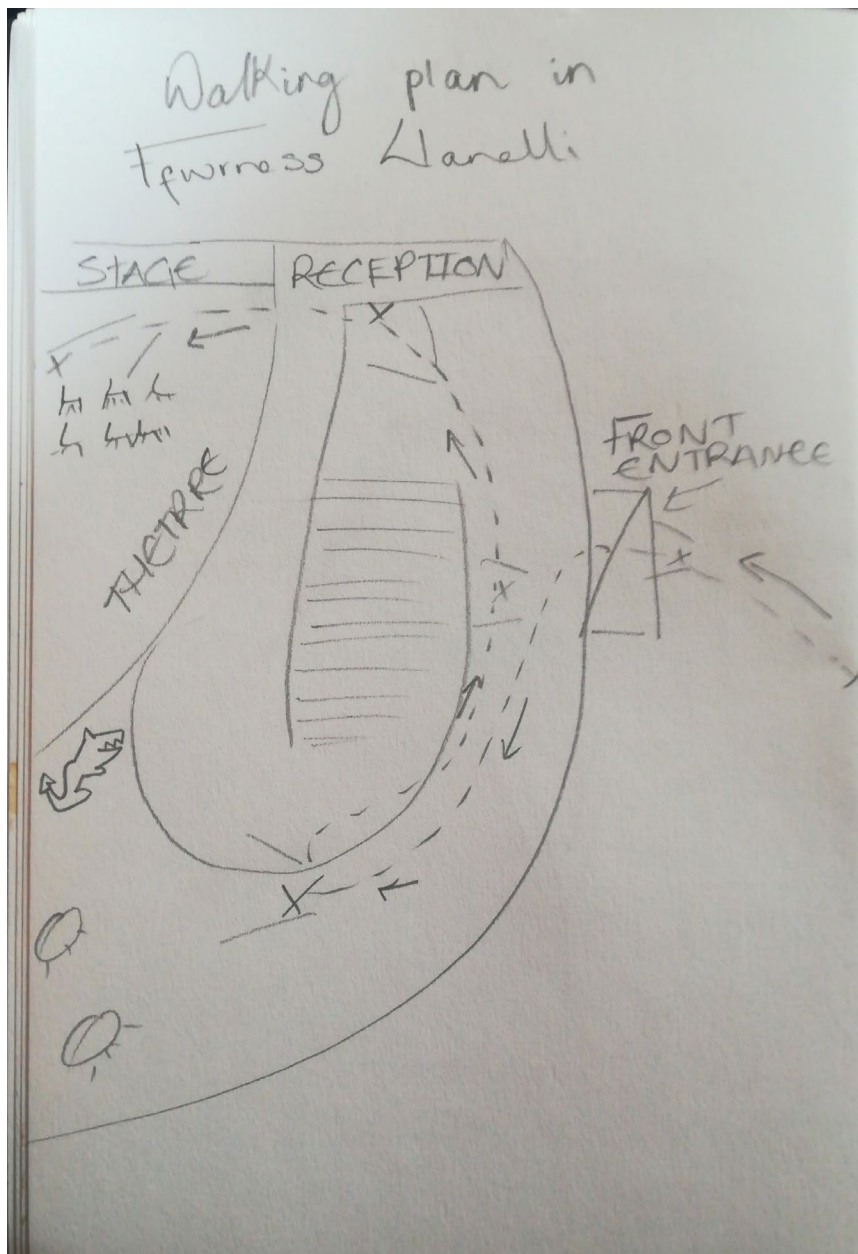
- What's your schedule like these days?
- How many people watched your most recent snapchat?
- What are you most excited about in life right now?
- What are you reading right now?
- What song are you currently obsessed with?
- What's the best film ever made?
- Who's the best photographer that ever lived?
- Leather or Lace?
- Silver or gold?
- Heels or flats?
- What's your favourite thing about fashion
- What's your favourite aspect about your job?
- What's your favourite perfume?
- What TV show have you recently been hooked on?
- If you could have coffee with anyone on the planet, who would it be?
- What about dinner?
- What's one item every women should have in their closet?
- What is the most important thing to ever happen in the fashion world?
- Do you think one day you would write an autobiography?
- Where do you hope to see the world in 5 years from now?
- What was your favourite thing about working on Zoolander?
- What's the best gift you have ever received?
- What's the best food in the world?
- What's the best thing about living in Italy?
- What is your favourite country and why?
- In American what is your favourite thing that Americans say?
- What is your favourite phrase in Italy that people say?
- Most memorable Versace show?
- If you were a hashtag, what would you be?
- In all the work you do, who would be your muse?
- What can we expect from your upcoming collection?
- How would you describe yourself?
- How do you feel you are received?
- What's the biggest misconception about yourself?
- What's the best advice you have ever received in your life?
- What advice would you give to your 16 year old self?
- What is an issue you wish a lot of us would talk about a lot more often?
- What is one thing that is going to save humanity?
- What fashion advice would you give me?

Questions for Kelvin Guy CBFF Interview

1. Whats your name?
2. Whats your job?
3. What's the name of the festival?
4. What is this place? (Ffwrness theatre)
5. What's your schedule like this days?
6. Whats the best film ever made?
7. Whats the worst film ever made..... (Doesn't need to be answered)
8. Whats your favourite thing about film?
9. Whats your favourite thing about the festival?
10. And your second favourite thing?
11. Whats the best thing about living in Wales?
12. What's your favourite thing Welsh people say?
13. How would you describe the festival?
14. Can you speak any Welsh?
15. *in welsh* Where is the festival held? Ble mae'r wyl yn cael ei chynnal?
16. How many people work on the festival?
17. When is the festival?
18. How many film categories are in the festival?
19. How many does it last?
20. What is your favourite film for 2019? (Not to be answered)
21. How many films are showing?
22. How many films were submitted?
23. What's the furthest that film makers travel to get to the festival?
24. What is the most exciting film you have being screened this year?
25. Anything you want to say to people coming to the festival?

Plan for route of 73 Qs video

Below is a very rough mapped plan of the route to go on for the 73Qs. It shows off the building and is short enough for a few interesting nice framings for where kelvin will stop when asked certain questions and ends with him next to a pop up banner with the event details on it in the theatre. This is the right amount of time to walk the route and time to answer all the questions.



LIVE PROJECT

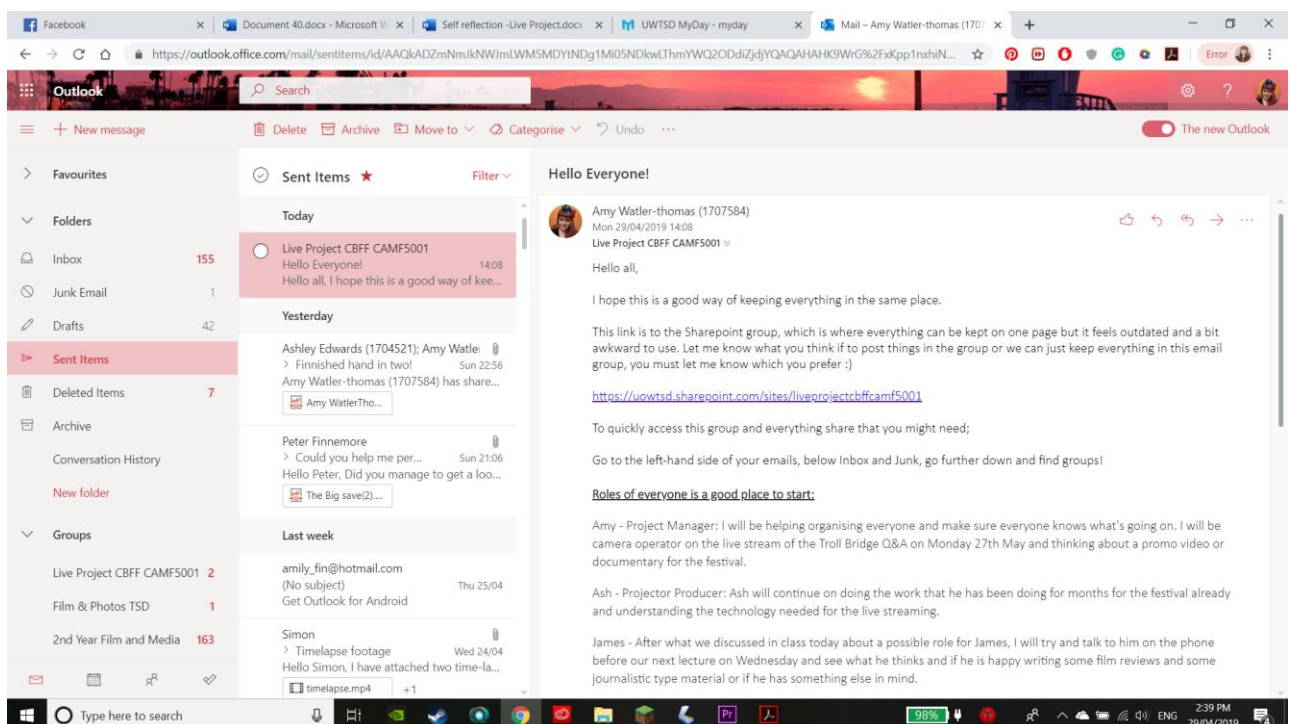
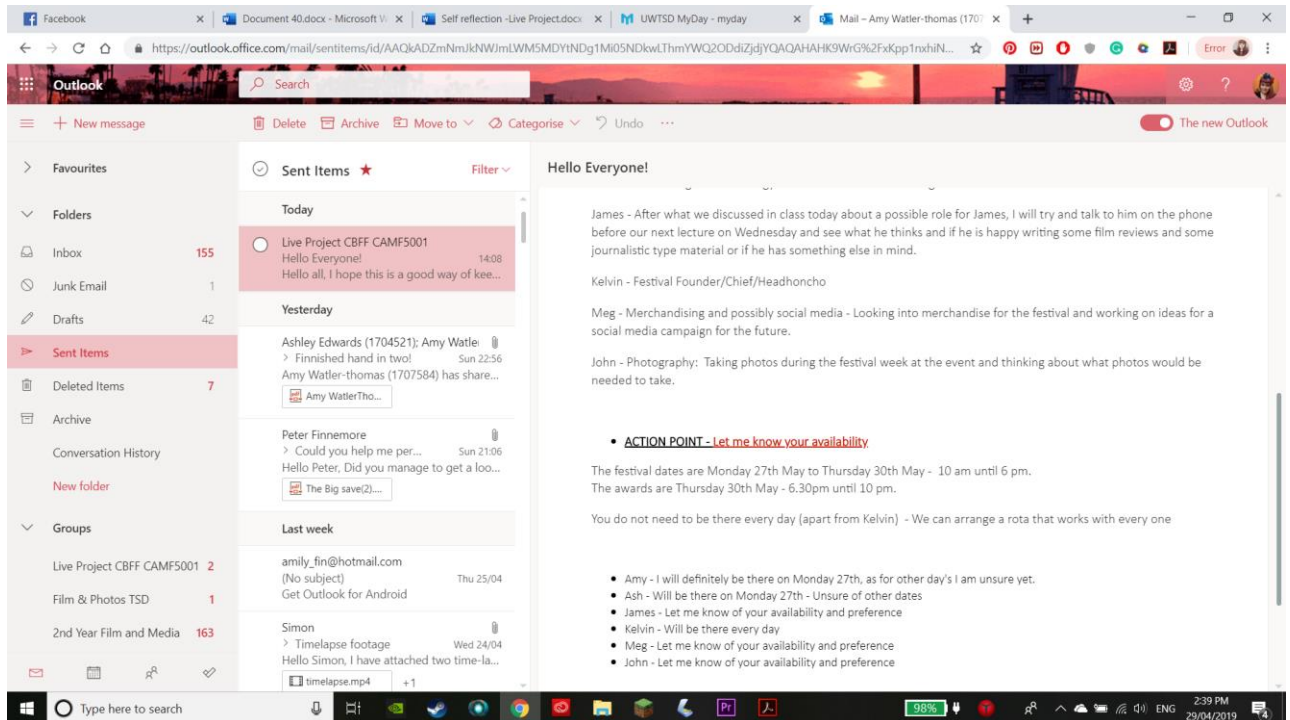


APPENDIX

Amy Watler-Thomas – Live Project CAMF5001

Appendix A

Made a group and added everyone on Outlook and sent everyone an email.



Hello Everyone!

Amy Watler-thomas (1707584)

Mon 29/04/2019 14:08

To: Live Project CBFF CAMF5001 <liveprojectcbffcamf5001@uowtsd.onmicrosoft.com>

Hello all,

I hope this is a good way of keeping everything in the same place.

This link is to the Sharepoint group, which is where everything can be kept on one page but it feels outdated and a bit awkward to use. Let me know what you think if to post things in the group or we can just keep everything in this email group, you must let me know which you prefer :)

<https://uowtsd.sharepoint.com/sites/liveprojectcbffcamf5001>

To quickly access this group and everything share that you might need;

Go to the left-hand side of your emails, below Inbox and Junk, go further down and find groups!

Roles of everyone is a good place to start:

Amy - Project Manager: I will be helping organising everyone and make sure everyone knows what's going on. I will be camera operator on the live stream of the Troll Bridge Q&A on Monday 27th May and thinking about a promo video or documentary for the festival.

Ash - Projector Producer: Ash will continue on doing the work that he has been doing for months for the festival already and understanding the technology needed for the live streaming.

James - After what we discussed in class today about a possible role for James, I will try and talk to him on the phone before our next lecture on Wednesday and see what he thinks and if he is happy writing some film reviews and some journalistic type material or if he has something else in mind.

Kelvin - Festival Founder/Chief/Headhoncho

Meg - Merchandising and possibly social media - Looking into merchandise for the festival and working on ideas for a social media campaign for the future.

John - Photography: Taking photos during the festival week at the event and thinking about what photos would be needed to take.

- **ACTION POINT - Let me know your availability**

The festival dates are Monday 27th May to Thursday 30th May - 10 am until 6 pm.

The awards are Thursday 30th May - 6.30pm until 10 pm.

You do not need to be there every day (apart from Kelvin) - We can arrange a rota that works with every one

- Amy - I will definitely be there on Monday 27th, as for other day's I am unsure yet.

- Ash - Will be there on Monday 27th - Unsure of other dates
- James - Let me know of your availability and preference
- Kelvin - Will be there every day
- Meg - Let me know of your availability and preference
- John - Let me know of your availability and preference

Amy Watler-Thomas – Live Project CAMF5001

Appendix B

Sent email out to group.

The screenshot shows an Outlook web interface. The left sidebar displays the 'Live Project CBFF CAMF5001' group. The main pane shows an email from Amy Watler-Thomas (1707584) titled 'Action Points and availability'. The email content includes a greeting, a summary of the day's discussion, and a list of action points and availability for the group.

Live Project CBFF CAMF5001
Private group • 7 members

Today

Amy Watler-thomas (1707584)
Action Points and availability 18:36
Hello Team! Lots of good discussion today, ...

This week

Amy Watler-thomas (1707584)
Hello Everyone! Mon 14:08
Hello all, I hope this is a good way of keepi...

Live Project CBFF CAMF5001
The new Live Project CBFF C... Mon 12:50
Welcome to the Live Project CBFF CAMF500...

Action Points and availability

Amy Watler-thomas (1707584)
Wed 01/05/2019 18:36
Live Project CBFF CAMF5001

Hello Team!

Lots of good discussion today, here are points made and action points.

Availability and idea of the schedule

- Amy - Wednesday 22nd & Monday 27th Live Stream
- Ash - Wednesday 22nd & Monday 27th Live Stream
- James - Wednesday 22nd 73 Questions Sound Recording
- Kelvin - Everyday
- Meg - Thursday 30th (Progress depending)
- John - Tuesday 28th 'Down the caravan' - Wednesday would also be good day to document as there is nobody else from the team or community present to do so

Points made today

- In lecture today John informed the group he didn't want to do the role he chose on Monday and doing photography, he decided to make a documentary instead.
- Ash asked Kelvin if he still wanted to do a live stream tour of Ffwrnws theatre, and he did. The date is set for Wednesday 22nd May. The 73 Question video can be filmed on the same day as this at same location. James is happy to record the audio for this.
- James was happy to do film reviews, he will be able to have access to the films via online link from Kelvin before the festival.
- James and Meg don't need to physically be at the festival but this may change depending on how their roles and ideas develop. Meg may be there on last day depending on her Merch progress.
- Meg offered to come up with some questions for 73 questions.
- Ash offered to do minutes for meeting.
- Showed every one how SharePoint works in class on projector.
- John considering doing a photo compilation video.

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- Meg asked about budget on merch, Kelvin was unsure. She will estimate and come up with an estimate.
- Michelle is photographing Trollbridge O&A and Awards night.
- John to film at evening screening on Tuesday 28th May of Down The Caravan.
- Meeting to be next Tuesday in Maciab and Simon (Member of festival community) will be in attendance.
- All messages sent, send to group publicly unless is directly for me, so everyone knows what's going on.
- Kelvin and Megan uploaded files to SharePoint.

Action Points from today

- Kelvin - Send link to James for him to be able to access films
- Meg - To take notes for me tomorrow while I am not there (Sorry & thank you)
- Ash - To make a gant chart
- John - Inform team of gameplan by a group email
- James - Here is the link to the livestream incase you were unable to find it
- Amy - Will organise tea and coffee kitty arrangements

Action Points and availability

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Wed 01/05/2019 18:36

To: Live Project CBFF CAMF5001 <liveprojectcbffcamf5001@uowtsd.onmicrosoft.com>

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- **Ash** - To make a gant chart
- **John** - Inform team of gameplan by a group email
- **James** - [Here is the link to the livestream incase you were unable to find it](#)
- **Amy** - Will organise tea and coffee kitty arrangements

Great job team,

Smoke me a kipper, I'll be back from breakfast (Red Dwarf refrence...hehe)

Meeting Agenda – Carmarthen Bay Film Festival - Live Project CAMF5001

Date: 07/05/19

Time: 10.30 a.m

Location: Mac Lab T&L

Chaired by: Amy Watler-Thomas

Minutes by: Ash Edwards

1. Welcome & Apologies

2. Part One - Discussing past Action Points
 - Tea & Coffee kitty
 - Any issues with Monday.com
 - Outlook Mobile App
 - Work to committee by 13th May

3. Part Two - Updates & Issues
 - Any comments on the presentation
 - Update from everyone on their progress
 - Any issues arising
 - Date & Time of next meeting

Meeting Minutes - Carmarthen Bay Film Festival - Live Project CAMF5001

Date: 07/05/19
T&L

Time: 10.30 a.m (Changed to 11)

Location: Mac Lab

Chaired by: Amy Watler-Thomas

Minutes by: Megan Phillips

1. Welcome & Apologies
 - Apologies from James, Kelvin,
 - Brett sat in on Meeting

2. Part One - Discussing past Action Points
 - Tea & Coffee kitty is organized
 - Monday should be used properly and intently by the whole team.
 - Outlook Mobile App - Discussed
 - Work to committee by 13th May

3. Part Two - Updates & Issues
 - James wasn't at the presentation and is falling behind slightly, we have had no news from him.
 - Team Projections from Monday.com should be done individually to avoid things being marked incorrectly.
 - To send committee things to Kelvin.
 - Action point – Meg needs feedback on designs from all team members ASAP
 - Ash is doing another video for categories and nominations on night of the awards
 - Ash and Amy should make sure they don't take on too much.
 - Meg is happy to help with admin when needed.
 - John is doing a video moodboard for production portfolio.
 - Action point – John condensing
 - Ash to look at internet speed at the Ffrwness and see if he can use ethernet cable
 - John is going to ask questions to filmmakers for down the caravan screening.
 - Meg is going to start refining the drafts and look up placements for trees, making more templates for Instagram.
 - Ash is sorting out Monday.com and paperwork for getting out kit.
 - Brett can get two cameras for Amy to borrow on Wednesday through to the next week.
 - Amy is borrowing a 50mm auto focus lens for livestream and 73Qs
 - Amy is doing research into 73Qs and packaging everything and managing emails.

- Meg will research VIP ticket purchase for t-shirts or other options
- Amy is unavailable between 20th and 26th May apart from filming on Wednesday 22nd May
- Next meeting will be next Monday
- Situation report for Brett and Matt for tomorrow.

Meeting Minutes - Carmarthen Bay Film Festival - Live Project CAMF5001

Date: 13/05/19

Time: 9 a.m

Location: Mac Lab T&L

Chaired by: Amy Watler-Thomas

Minutes by: Ash Edwards

1. Welcome & Apologies
2. Part One - Discussing past Action Points
 - Examples of work sent to committee
 - Week of the 20th everyone must have a rough version of reflection to be shown
3. Part Two - Updates & Issues
 - Update from everyone on their progress
 - Any issues arising
 - Date & Time of next meeting

Meeting Minutes - Carmarthen Bay Film Festival - Live Project CAMF5001

Date: 13/05/19

Time: 9 a.m

Location: Mac Lab T&L

Chaired by: Amy Watler-Thomas

Minutes by: Amy Watler-Thomas

1. Welcome & Apologies
2. Part One - Discussing past Action Points
 - Everyone is happy with what they will send to the comitee, and there are to be sent to admin@cbff.org.uk with subject 'Sit. Rep'
 - Week of the 20th everyone must have a rough version of reflection to be shown
3. Part Two - Updates & Issues
 - Megan has made very good progress and is confident in the research she has done. She is ready to send work the committee today. Meg will carry on working on her portfolio and will work on social media templates. She will put her work on SharePoint for the team to access.
 - James sent an email apologizing for not being present recently. He has chosen the films he will be writing reviews on and is happy with what he is going to send the committee. Kelvin said if he sends something to him then it could perhaps be put in the program and on the website, and the Facebook. Kelvin will format it through InDesign.
 - John is researching documentaries this next week and worked on his camera skills the past week. His treatment is done and next step is to ask Kelvin for history of festival. He will also be working on his moodboard this week. He is on track to send work to the committee today and is on track to have a self reflection to be looked over next week.
 - Kelvin's program is completed. He is on track for self reflection and compiling his portfolio. All his work will be completed by the end of next week. Kelvin is going to locally for any sponsorship to put in the program and there may be a possibility for a few extra pages. It would be a good time to boost social media but nobody in the team has enough time to take on this role at this time. He is speaking to someone from theatre Sir Gar today in regards to having volunteers manning the festival.
 - Amy requested her name is changed in the program to Winnie Finesse.
 - Ash is booking equipment today and will do a live stream dry run this week. If Ffrwness can't be used next Wednesday for filming the tour and 73Qs, it will take place on Kelvin's family farm. As will also be working on risk assessments, administrative duties, working on video for awards night and working on streamlining portfolio. He is on track to do his self reflection for week of 20th.

- Amy is continuing doing her project managerial roles and will email everyone later on today. She is unable to attend next week as previously discussed.
- Brett will be in next Monday but unavailable the rest of the week.
- Everyone will likely be in lecture this coming Thursday.
- Meeting & situation report to held next Monday at 9am, Amy will not be present but will complete an Agenda for the meeting.

Meeting Agenda - Carmarthen Bay Film Festival - Live Project CAMF5001

Date: 20/05/19

Time: 9 a.m

Location: Mac Lab T&L

Chaired by: Ash Edwards

Minutes by: Megan Phillips

1. Welcome & Apologies
 - Apologies from Amy for not being here

2. Part One - Discussing past Action Points
 - Did everyone send work the committee by the deadline
 - Self-reflections to be looked at today
 - Everyone needs to get most tasks finished on Monday.com this week

3. Part Two - Updates & Issues
 - Update from everyone on their progress
 - Any issues arising
 - Anything that will not be completed
 - Date & Time of next meeting (Or is this the last meeting)

Client Feedback Outline

The information below should be given to your client in good time so that they can effectively comment on your work and be referenced in your own self-reflection. It is to serve as guidance and the client is free to make any other comments not included here.

Live Project Feedback From Client

Please consider the following aims and learning outcomes of the Live Project module which the students have been working towards before responding to the sections below.

Aims

To simulate a 'real world' scenario for engaging students in client-led activity, involving research and/or production work for a professional/business environment.
To develop soft skills for a professional/business environment whilst creating a professional piece of work for an external audience.

Learning Outcomes:

By the end of this module students should be able to:

follow a brief and produce work to a professional standard that has been set by an external client or organisation in a creative industry context;
communicate and interact with a client or organisation in a business-like and professional manner;

Delivering the Brief

Please write a short paragraph considering the following:

Did the project meet your specifications?

Yes, the project did meet all of the specifications laid out in our brief. We were very impressed with the standard and professionalism of Amy's presentation, which help us to realise how important it is to have a role like a project manager overseeing the festival team.

Did the project match your target audience?

Yes, with the input of all team members, our intended audience was reached successfully. The role of project manager played a significant part in helping us reached our target audience and festival goals for this year.

Did the project meet your expectations?

All of the work presented to us was of a very high standard and presented professionally. We were very impressed by Amy's commitment, professionalism, standard of work and the way she managed the team.

Were you given adequate opportunity to have input on the development of the project?
At each stage of development we were given adequate opportunity to give feedback and input back to Amy.

Were resources provided you to feedback on in an organised and timely manner during the process?

All relevant materials were provided to us in a very timely and professional manner. Amy communicated with the board on a regular basis and kept us informed at all times.

Professional Conduct

Please write a short paragraph considering the following for the group and individual members where appropriate:

Did the student reply to communications promptly?

Yes, all correspondence was answered promptly and professionally.

Was the student punctual for meetings?

We were very impressed by their punctuality and professionalism.

Did the student communicate regularly to discuss ideas and developments?

At each stage of the development process, Amy regularly communicated to discuss any changes made by the team.

Future Developments

Please write a short paragraph considering the following for the group and individual members where appropriate:

Would you recommend the student to other organisations?

Yes, we would recommend Amy to another organisation, and we would like to continue our professional relationship with her on future projects.

Did the student's role match their skills base?

Yes, we were very pleased and impressed by the skills shown and demonstrate during this project.

Is there further development required on the project to make it complete?

Everything was completed on time and to a very standard.

Did the experience provide your organisation with an insight into new developments?

Yes, it has been a very positive experience for us as an organisation and each students input has helped us to consider new ideas for future festivals.

Any Other Comments or Observations?

We would like to thank Amy for her contribution and help over the last couple of weeks. She has gone above and beyond what we expected. Her commitment to the project has been outstanding.

Thank you, Carmarthen Bay Film Festival Management Board.