

Class Act Meeting

Monday 25th January 2011

Held by HH,

In this meeting we discussed what ideas we would look at, to do this we produced a mind-map and we discussed who would find out information on certain trips.

Our next meeting will be held on the 26/01/2011 to discuss how much we have found out.

Class Act Meeting

Wednesday 26th January 2011

Held by JB,

In this meeting we discussed what our next meeting would be about, and how we are going to look at the spreadsheet, because none of us know what to do with it.

Our next meeting will be held on the 26/01/2011.

Class Act Meeting

Wednesday 26th January 2011

Held by HH,

In this meeting we looked at each others mind maps of the ideas we could do for our event. From the "trips" mind map HH made it clear that London would be the best possible place to go, from the "red letter day" RG narrowed it down to animals, water and pampering days. JB listed the things that we would need in order to hold a "party/concert", and AB listed the possible ideas for a "formal dinner" event.

Also we discussed the spreadsheet that would need to be produced for each event idea.

Our next meeting will be held on the 1/02/2011.

Class Act Meeting

Tuesday 15th February 2011

Held by AB

In today's meetings we discuss the four possible event options. The first presentation was delivered by HH, his event would be a trip to the London Dungeons, the other option was a trip to the London Eye, but JB said that it would be far too expensive. The ticket per person would be £35, and this would include the coach fees and £10 for a restaurant dinner. There were 3 different dining options; they were a picnic, Macdonald's and a restaurant. JB and AB said that for £35 ticket they should have a proper meal.

The second presentation was held by JB, his presentation was on about a party, and his presentation involved surveys that he carried out, to gain the money to pay for the event we would make fundraisers, and use parents companies and businesses to help promote the event. Ticket price would be £35, this would include food, drink, inflatable games, and we decided to have a live band because it was cheaper than hiring a DJ for the night.

The third presentation was RG; his event idea was a red letter day to white water rafting. The ticket price would have to be £70 pp, they would have to make their own way there as well. RG needs to find out the times and day that our event can take place.

The last presentation was by AB, her event idea was to have a formal dinner, and ticket prices would be £75 including food, drink and a champagne reception. They would also get one free photo. There would be a photographer all night; they would have a firework display and a DJ, not to mention the games. There would also be a 4 course meal.

Next Time

We need to look at market research and create "the look".

Class Act Meeting

Monday 7th March 2011

Held by AB and JB,

In today's meeting we discussed what logo and strapline to go with, we all looked at each logo individually and held a vote at the end to decide the winning logo which we will use throughout the project. The logo that we all decided on was HH. The next decision on the agenda was to choose a strapline. Again we looked at all the possible chooses and later held a vote to decide the winning strapline. HH strapline was the one we all decided on.

Also we looked at the SPB, and we decided what we are going to do in the next lesson. Our next step is to design 5 documents to promote our event. RG is designing the receipt, AB is designing the invite, HH is designing the entry form and JB is designing the business card. We are going to create each document and then hold a meeting to decide what we can improve, so we have the best final product.

Next Time:

In the next meeting we will show our completed documents and then talk about what can be improved.

Class Act Meeting

Monday 14th March 2011

Held by RG.

In this meeting we discussed our final 5 documents as a group and looked at where things could be improved. The first document we looked at was the receipt which was designed by RG, there was no problem with the receipt and we were all happy with the final look. The next document we looked at was the entry form, this was designed by HH, this again was good, and we all liked the design of it. There were no changes made. The third document we looked at was the ticket, this was designed by AB. The group liked the design but AB suggested we changed the colour scheme so it would match the other documents. HH and JB helped AB to change the colour scheme to fit in with the other documents. Other forth document we looked at was a promotional poster, this was designed by JB, we all liked the look of it, but HH suggested we change a colour to allow the poster to have a contrast.

The last document we looked at was the business card, we all liked the business card and there were no changes made to the design.

Our next meeting to be held when we have all finished the storyboard on the going global.