



HUMBER

Faculty of Media & Creative Arts

DATE: _____

MEETING LOG

PRODUCTION NAME: _____

CREW MEMBERS: (List name and position)

1. _____ PRESENT _____

2. _____ PRESENT _____

3. _____ PRESENT _____

4. _____ PRESENT _____

5. _____ PRESENT _____

6. _____ PRESENT _____

Specific tasks and goals set: (list reasons for meeting)

Responsibilities and follow up: (when, and by whom – details)

PERSON WRITING THIS LOG: _____

Copy and distribute meeting minutes immediately following meeting: Original to Production Binder, electronically copy faculty and each crewmember.