



Production Meeting

The production team needs to answer the following questions:

What's our programme going to be about?

What's the genre (documentary, panel discussion, magazine, music, sports, etc)?

What's the programme content?

What's the programme title?

Choose the intro music for the programme

What programme features shall be incorporated (interview, vox-pop, etc)?

Who is going to do what and what's the deadline? (complete table in the next page)