

Name: Nicole A. Harris

Title: How to Plan an Effective Meeting

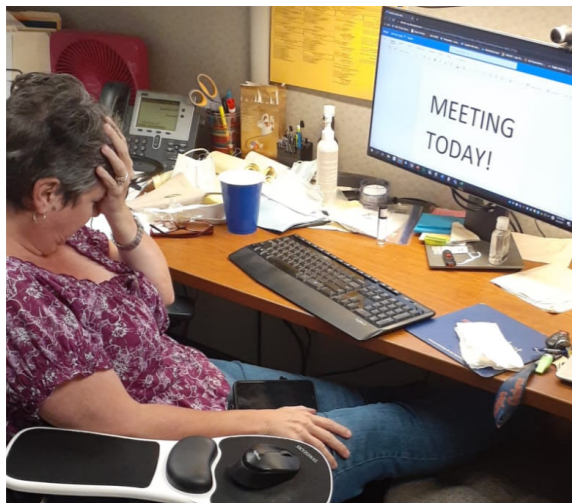
Target Audience: Corporate Employees

Learning Outcome:

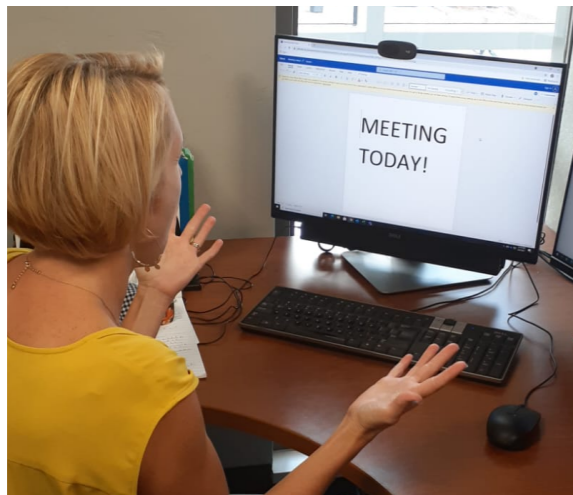
After viewing this video, learners will develop a framework for planning effective meetings in their workplace.

Scene: Scene #1

Shot Angles

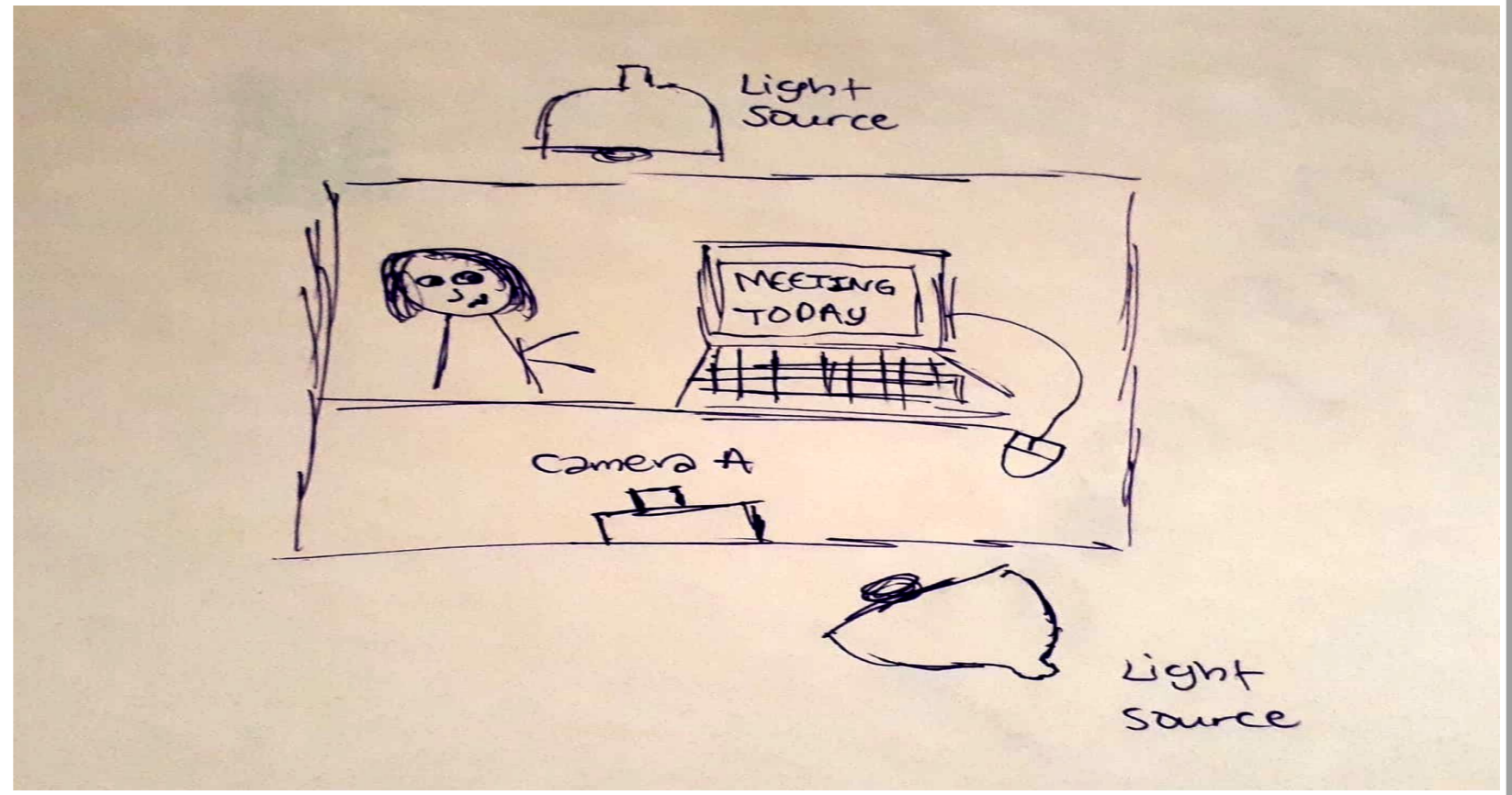


(1) Camera Position A



(2) Camera Position B

Aerial View of Scene



Shot List

- (1) Camera Position A
MS: Show subject viewing computer with exasperated expression
- (2) Camera Position B
MS: Show subject viewing computer with frustrated gesture

Narration/Dialogue

00:00–00:15 (Shots 1–2)

Are you in an office where meetings are a thing of doom and dread?

SFX/Music

Adobe Stock Music - Quirky

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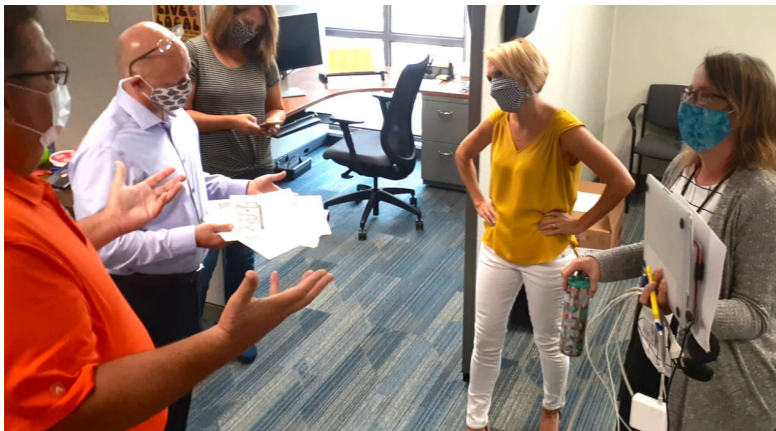
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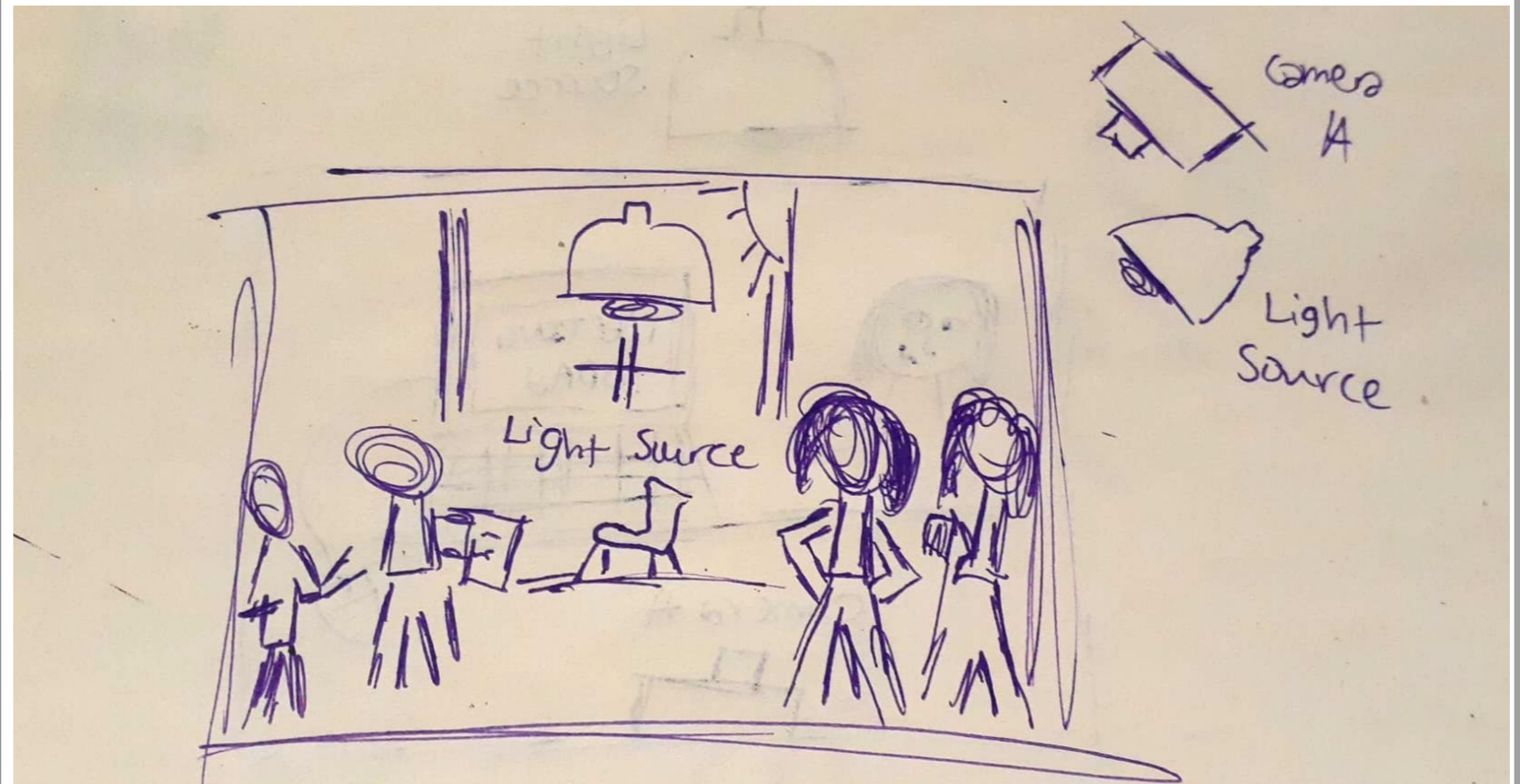
Scene: Scene #2

Shot Angles



(1) Camera Position A

Aerial View of Scene



Shot List

(1) Camera Position A
LS: Subjects shot from above having a meeting with frustrated hand gestures and distracted movement

Narration/Dialogue

00:00–00:20 (Shot 1)

This is certainly the case for David Workman, CEO of Office, Inc. Every time he calls for a meeting, his materials are out of order, he can't find the information his employees need, and everyone feels that their time is wasted. David doesn't know what to do to make his meetings more effective.

SFX/Music

Adobe Stock Music - Quirky

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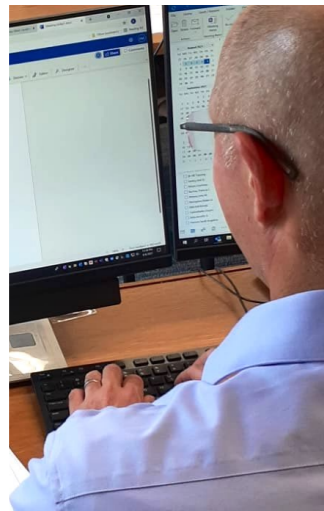
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Scene: Scene #3

Shot Angles

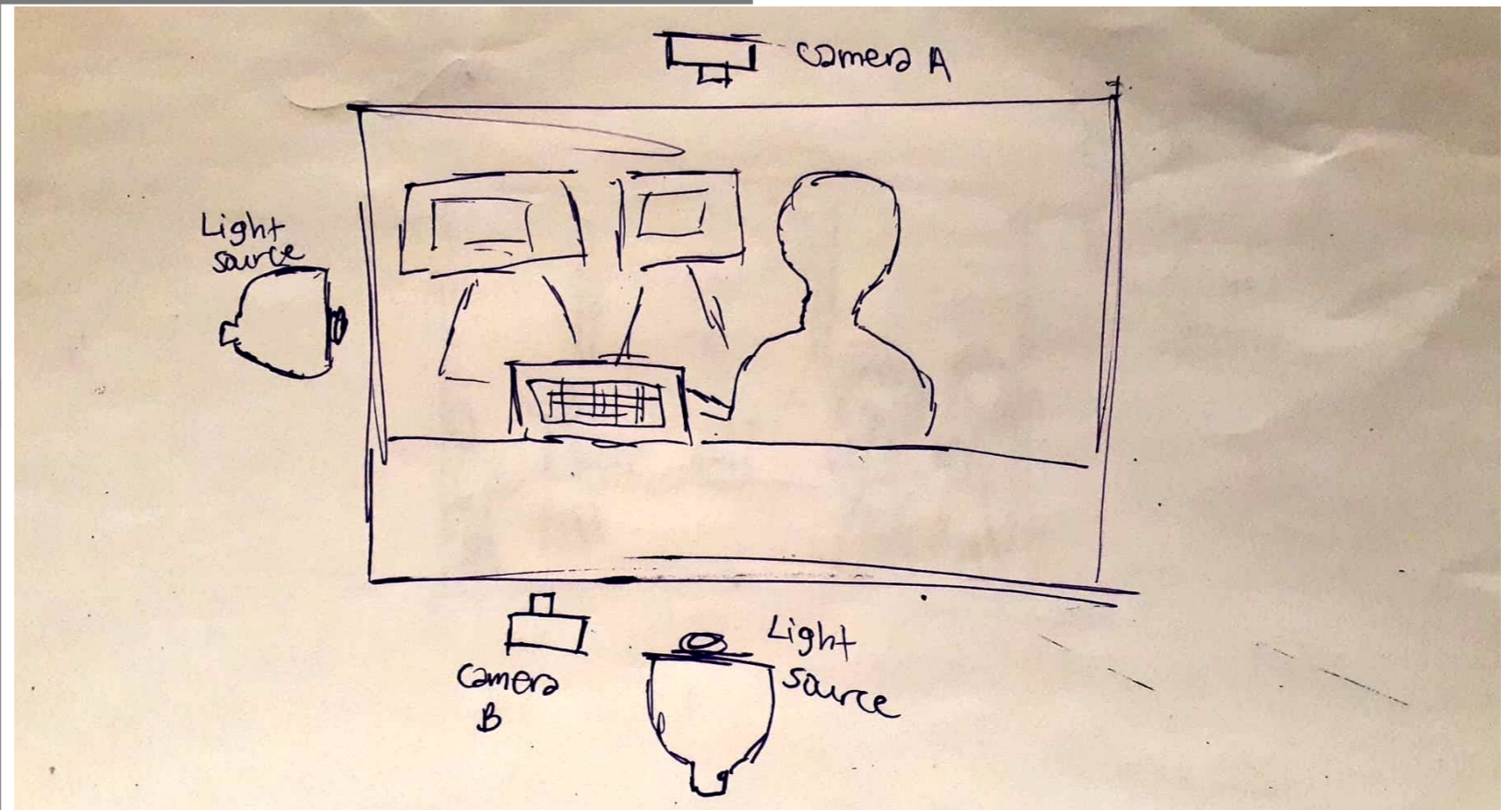


(1) Camera Position A



(2) Camera Position B

Aerial View of Scene



Shot List

- (1) Camera Position A
MS: Subject facing away from camera looking at blank computer screen
- (2) Camera Position B
MS: Subject facing camera with excited expression and pointed finger with desk and back of computer in frame

Narration/Dialogue

00:00–00:20 (Shot 1)

Narrator: David knows that his employees are uninspired and it is affecting their productivity.

David (looks back at camera): It doesn't?

Narrator: No, it doesn't.

(David looks back at his computer perplexed and begins typing)

00:20–00:25 (Shot 2)

David: (stops typing, looks up, and points with slight smile): Oh, I know!

SFX/Music

Adobe Stock Music - Happy yet suspenseful

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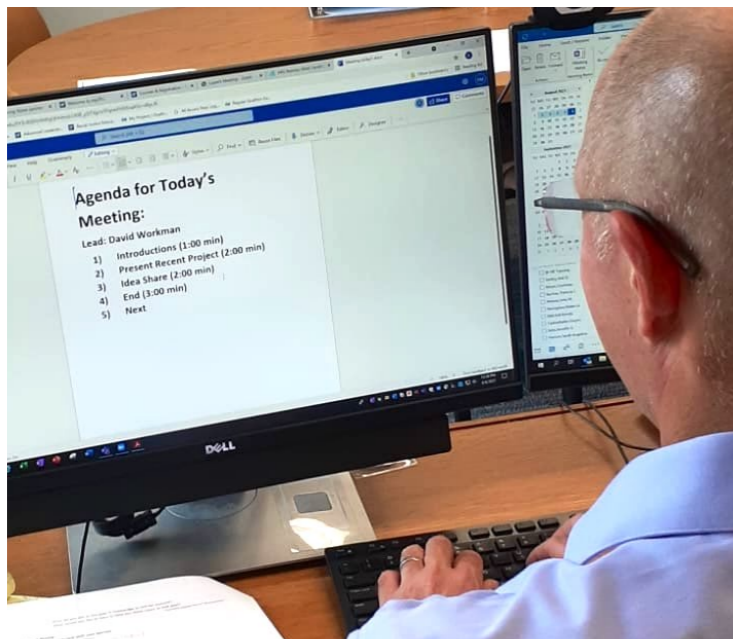
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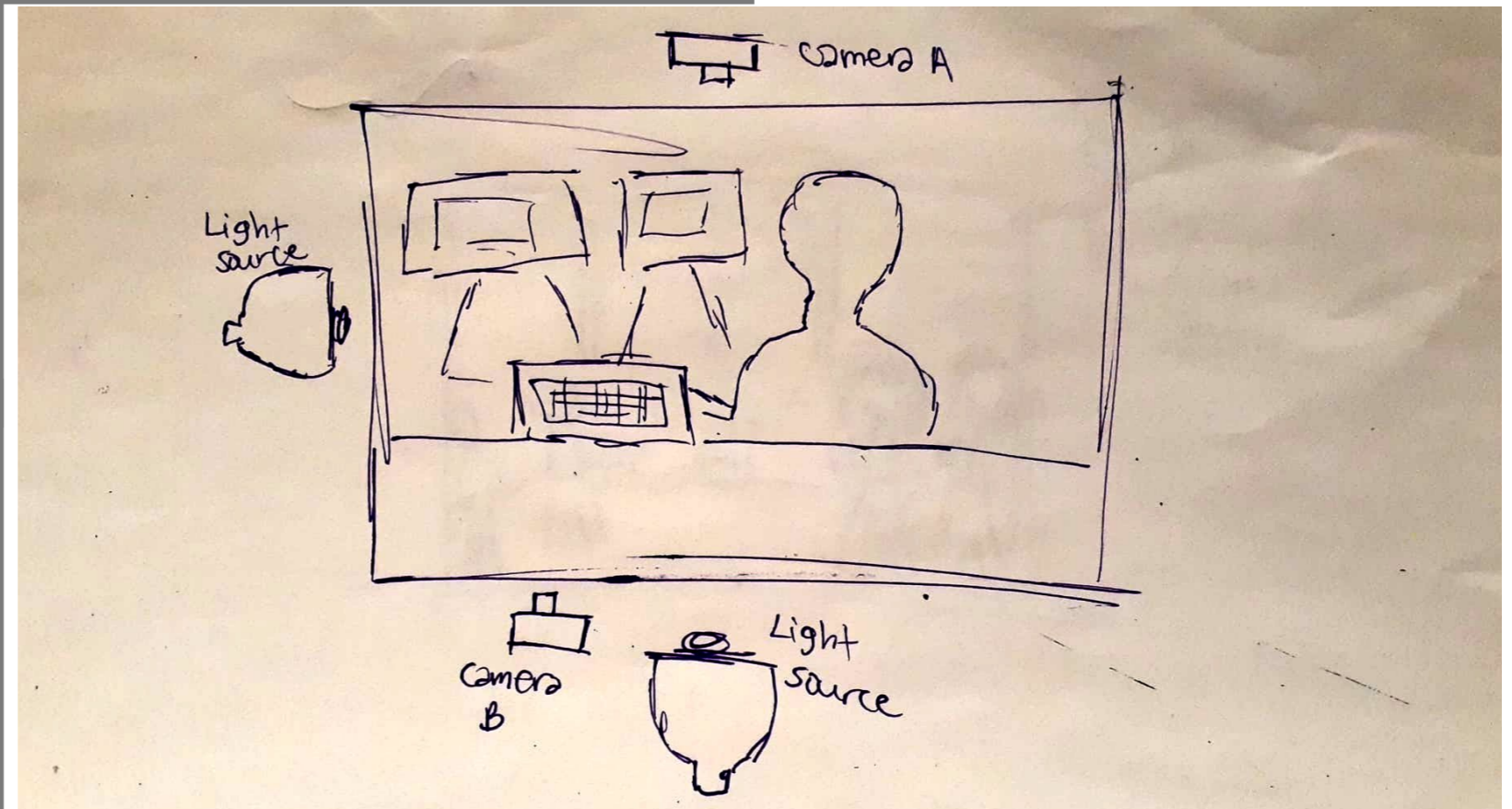
Scene: Scene #4

Shot Angles



(1) Camera Position A

Aerial View of Scene



Shot List

(1) Camera Position A
MS: Subject facing away from camera, looking at computer with text across computer screen that reads: Agenda for Today's Meeting. '

Text across screen as narrator outlines the steps

Narration/Dialogue

00:00–00:25 (Shots 1)

Narrator: Meetings don't have to be a drag and it looks like David may finally be on the right track. With three simple steps, you can change the morale of your office.

Step 1 - Make An Agenda

SFX/Music

Adobe Stock Music - Upbeat and triumphant

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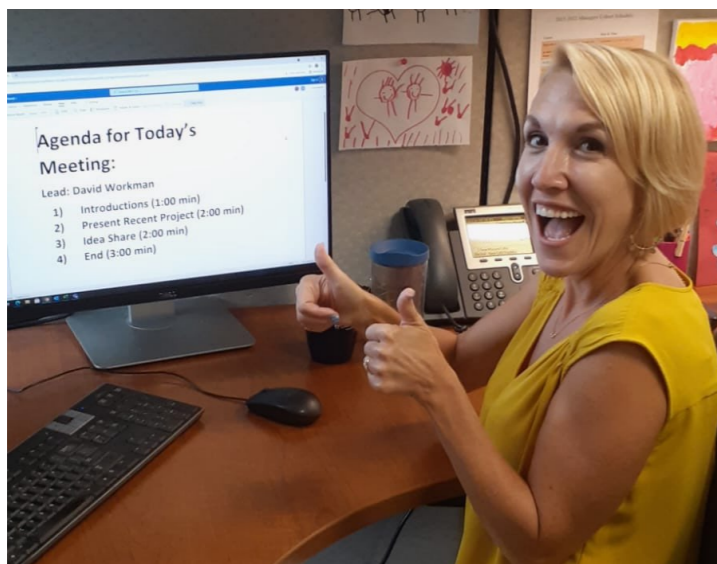
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Scene: Scene #5

Shot Angles

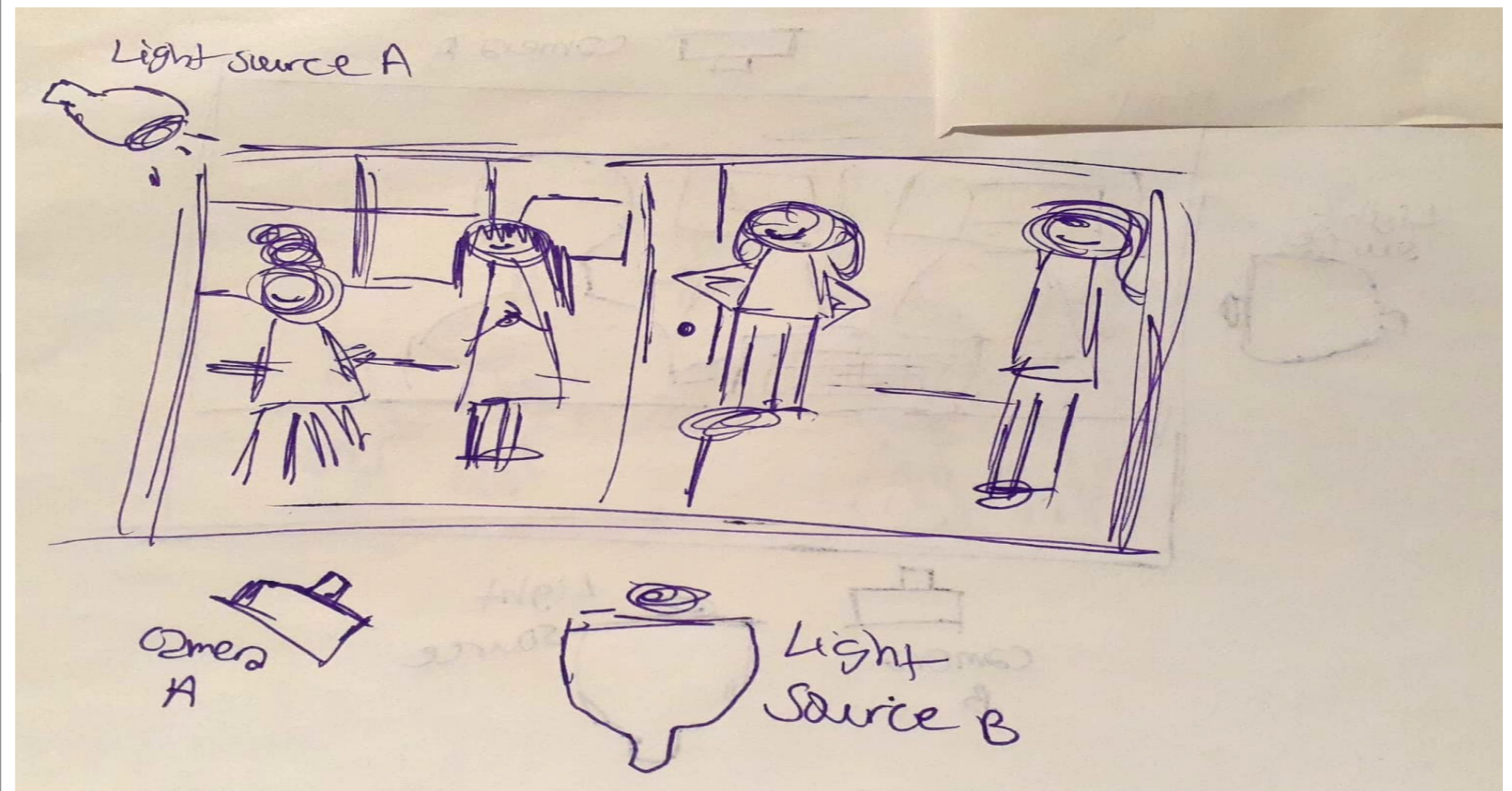


(1) Camera Position A



(2) Camera Position B

Aerial View of Scene



Shot List

(1) Camera Position A

MS: Subject facing camera, smiling with both thumbs up. Computer screen visible and reads "Agenda for Today's Meeting"

(2) Camera Position B

LS: Subjects facing each other with smiles on their face

Narration/Dialogue

00:00–00:20 (Shots 1-2)

Employee 1 (Shot 1): Wow, David's so organized lately! I'm inspired!

Narrator: Step 2 - State the purpose of your meeting

David to group (Shot 2): Alright guys, today's meeting is about planning effective meetings!

Narrator: Step 3 - Get input from your team so they feel accomplished and apart of the process of developing team goals.

Group: Laughter and smiling

Employee 2: I feel heard!

David (breaks fourth wall): WOW, this meeting is going great! I'm going to follow these steps every week!

SFX/Music

Adobe Stock Music - Upbeat and triumphant