**Meeting Minutes**

*Minutes from 30-04-15*

**1:30pm -** Arrive to class and organise into groups.

**1:35pm -** Class discussion (facilitated by Rachel Wilson) containing information regarding project brief 4 and individual blog posts.

**1:45pm -** Gloria and Patrick write and formulate the contract for project brief 4 (awaiting final approval from Bianca).

**2:15pm -** Gloria (acting as scribe) and Patrick commence ‘brainstorm’ about technology, as a concept, and expanded on the ideas that we formulated.

**2:30pm -** Reading and discussion about the ‘Technology’ article from Brians notes.

*Minutes from 07-05-15*

**12:30pm -** Arrive to class, recap on the weeks progressions and organise into groups.

**12:35pm -** Group rework of the annotated bibliography to organise it into alphabetical order and adjust any formatting problems.

**12:50pm -** Discussion about the bibliography and its relevance toward our artifact.

**1:10pm -** Group discussion about the specific strand of technology that we would like to pursue and ultimately present as our media artifact. The consensus of this discussion was to centre our artifact around the recording and playback in the music industry.

**1:30pm -** Group deliberation about the specific layout and content to be incorporated in the delivery of the finished artifact. The result of this was that the artifact would take a fairly regimented discourse, focusing on the ‘timeline’ of the technological advances.

**1:45pm -** Class presentation on the ‘work in progress’ of each groups artifact.

**1:55pm -** Further exploration of ideas to present in the artifact and a designation of specific research to be undertaken.

**2:30pm -** Further individual research on each members specific focus.

**3:15pm -** Meeting Conclusion.

Minutes from 20-05-15

**11:30am -** Group meets in Building 9 and commences meeting.

**11:35am -** Finalisation of scripts and collation of work commences.

**12:30pm -** Upon finalising the script, the group decides to head to the recording studios in the basement of Building 9 to record the dialogue.

**12:45pm -** Booking of the sound recording equipment and the recording studios.

**12:50pm -** Commencement of dialogue recording. Gloria is acting as time keeper, Bianca is supplying her vocals as the dialogue and Patrick is acting as the audio technician.

**1:30pm -** First recording of dialogue concludes. Group decides to take a 10 minute break.

**1:40pm -** Second recording of dialogue commences. The group has decided to break the script into several different parts, and decided to take a break between each part. This to ensure that Bianca’s vocals do not fatigue

**2:30pm -** Second recording of the script concludes and group decides to take another break.

**2:40pm -** After a 10 minute break, the group commences bouncing the audio off the portable recorded and onto Patrick's Macbook, so that he can commence editing.

**3:30pm -** Bouncing of audio is completed.

**3:40pm -** Group returns the audio equipment and the studio keys.

**3:45pm -** Meeting is concluded.

Minutes from 25-05-15

**12:40pm -** Patrick heads to the tech office in Building 9 to hire out the portable recorder, xlr cord and microphone that is required to interview Lawrence Harvey.

**12:45pm -** Gloria and Patrick met out the front of Building 9 and commence the walk to Building 100 (The Design Hub).

**12:50pm -** Gloria and Patrick arrive at The Design Hub and wait for Lawrence in the lobby.

**1:05pm -** Lawrence arrives at the lobby and guides us down to the first floor so that the interview can take place in the SIAL rooms.

**1:10pm -** After setting up the microphone and portable recording device, both Gloria and Patrick commence the interview with Lawrence. Asking a range of questions centred around his involvement in the audio industry.

**1:45pm -** The interview concludes and we begin to pack up our equipment and thank Lawrence for his time.

**1:50pm -** Lawrence takes us on a mini tour through the facilities of the SIAL space and demonstrates the type of work that goes on, by playing us a mix through their 16 channel speaker set-up.

**2:00pm -** Gloria and Patrick leave the SIAL space and Building 100.

**2:10pm -** Patrick bounces the audio off the portable recorder and on to his macbook and returns the hired equipment to the tech offices.

**2:15pm -** Meeting is concluded.