**Project Milestones and Deadlines**

Outline the project timeline, set achievable milestones, and establish deadlines. Discuss potential challenges and devise strategies for successful project completion

**30**

**MIN**

**ELIJAH BENNETT**

**Collaboration and Team Dynamics**

Foster a discussion on effective teamwork, communication, and roles within the creative process. Align on responsibilities and establish collaboration protocols

**25**

**MIN**

**ISABELLA FOSTER**

**Design and Aesthetics**

Delve into the visual aspects of the project, exploring design principles, color schemes, and mood boards. Refine to detailed design elements

**20**

**MIN**

**BENJAMIN TURNER**

**Brainstorming and Ideation**

Engage in a collaborative brainstorming session to generate creative concepts. Narrow down ideas and identify key elements for exploration

**15**

**MIN**

**SOPHIA REYNOLDS**

**Vision and Inspiration**

Discuss the overarching vision for upcoming projects, drawing inspiration from industry trends and innovative ideas. Refine to specific project goals

**10**

**MIN**

**OLIVER MITCHELL**

Please Bring a notepad, laptop,

or tablet for effective note-taking during our meeting

**NOTE**

15:00 Tuesday, November 21, 2023

**DATE & TIME**

123 Anywhere Street, Any City, ST, 12345

**LOCA﻿TION**

Rachel Mitchell, Luna Sky

**MEETING CALLED BY**

Oliver Mitchell

Sophia Reynolds

Benjamin Turner

Isabella Foster

Elijah Bennett

**ATTENDEES**

Fauget Creative

**CREATIVE**

**MEETING AGENDA**