

Digital Media Department

Bimonthly Tasks for February Weeks 1-2

60 pts each department leaders need to show evidence of completion on or before February 14th. Tasks completed early can be turned in and verified at any time. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points. Some time outside of the office might be required to complete the following tasks and some tasks have noted deadlines that are due for submissions on February 14th. Work points will be awarded during this task period for your employees.

Department Meeting:

Meet as a department and read aloud and discuss all the tasks for the next 2 weeks. Fill in the task sheet with names and who is responsible for each task and turn in a copy of this task sheet to the teacher and chief officers as soon as possible. You will be uploading the tasks for verification to both the company Google drive in the February 1-2 Folder and Canvas.

Task 1: Bay Area Video Commercial 3.0: (HIGH PRIORITY) Employee Responsible: _____

You have two weeks to develop a new video concept for the Bay Area trade show. In this video, you will be using stock video clips and narration only to create your project. Begin by getting ideas for your video from pexels.com (free stock video) and develop a concept with words and narration to promote the company using video. Review the video commercial rubric to make sure you have addressed all the things the judge is looking for. This project needs to be completed and uploaded by February 14th. Upload the finished video to the company drive in the folder February 1-2 as evidence

____ 5 pts Evidence 1.1: Concept review with → CEO Initials _____ Teacher Initials _____

____ 20 pts Evidence 1.2: Completed Video Review → CEO Initials _____ Teacher Initials _____

____ 5 pts Evidence 1.3: Uploaded to Bay Area competition → Canvas & Drive February 1-2

Task 2: Company Website Review Employee Responsible: _____

Have the web team share the company website with the teacher and CEO in the conference room. Go over all parts of the company website and have the team take notes on the comments and suggestions from the CEO and teacher. The goal is to increase the effectiveness and professionalism of the site. Following the meeting, implement the changes that were in your team notes and then submit the notes with a task verification form.

____ 10 pts Evidence 2.1: Review Meeting → CEO Initials _____ Teacher Initials _____ Date _____

____ 15pts Evidence 2.2: Site Updated → Observation of CEO

____ 5 pts Evidence 2.3: Note from meeting → Task Verification Form to CEO