

Bimonthly Tasks for February Weeks 1-2

60 pts each department leaders need to show evidence of completion. Tasks completed early can be turned in and verified at any time. It is the responsibility of each department leader to make sure that this is done. All members of the department will receive the same task points. All verifications and evidence must be turned in by February 15th. All work after that will be worth 1/2 credit.

Digital Media Department

Company _____

Department Meeting and Work Points: 20 pts total

Meet as a department and decide who will do which tasks for the next 2 weeks. Fill in task sheet with names and who is responsible for each task. It can be multiple people and turn a copy into your chief officer and the teacher. In addition, each Friday/Monday the officers will be awarding work points for each department leader (each day 0-2 pts or 10 per week) for the first 2 weeks in February. Officers failing to complete this will get no work points awarded. HR will be sending out the form to do this and a reminder at the end of the week.

Task 1: My VEI Transformation Project: February Submission

This project allows students to track and share their VE experience as it unfolds during the school year. On a monthly basis, students are expected to film and submit video responses to reflection questions. Following the trade show, record the original 5 people you record back in early October. There are six questions that students are required to answer as well as several optional questions. Video responses should be no shorter than 30 seconds per question. This task period will be your second submission. See the **Transform** guide under Digital Media in the VEI Task Matrix on the teacher's website.

_____ 15 pts Evidence 1.1: Company Videos recorded and uploaded to → Canvas Feb 1-2
Name of who is responsible

_____ 5 pts Evidence 1.2: Company Videos submitted to national office → Screen Shot
Name of who is responsible

Task 2: Web Site Updates

With the site being it is important that we are constantly updating the **About Us** pages. This section should be a launcher pages to get to all the departments sub pages and company related information that employees might be interested in reading. Update this section with current employees of the month, an article that was in the employee newsletter, and the current company newsletter as a PDF download. Make sure everything is proof read, graphic quality is high and this area looks professional. In addition, you need to make sure that all products are fully detailed with specs or what is included in the product. (so people know what they are getting for their money). See your teacher about suggestions for the product detail additions your website needs for your product offerings.

_____ 10pts Evidence: Updated About Us Pages viewed by coordinator
Employee responsible for this task

_____ 15pts Evidence: Product Details viewed by coordinator
Employee responsible for this task

Task 3: Year in Review Video:

The department will be creating an Year in Review Video. Review previous company videos to see what others have done. Meet with your team and brainstorm ideas for the video and what events and things you would like to include in this special video that documents the first year of the company. Develop a detailed outline of the order of what you would like to include in your video. This video will be shown at the end of the year luncheon and will be given to all employees as a parting gift in their senior year.

_____ 5pts Evidence: Team video review → observed by instructor
Employee responsible for this task

_____ 10pts Evidence: Completed detailed outline of the plan for the project → Canvas Feb 1-2
Employee responsible for this task