**Production Check-In**

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| **Group Names*** Tasks
* Roles
* Responsibilities
 | **Production Title*** Planning/ Storyboards
* Filming
* Editing
* Promo
 | **Check-In Notes**Key Questions:* Who’s doing what?
* On track- where is the group at?
* Will the group be done by the due date?
* If not when (3 days after)?
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