

Phase	Webinar Production Process
<b>Start</b>	Assign Court Case to Intern A
	Assign Intern B as Buddy
<b>Write Up</b>	Intern A Read Court Case
	Intern A do Court Case Write Up (Google Docs & Google Jamboard)
	Intern A discuss with Intern B on Write Up
	Intern B review Intern A's Write Up (Fact Checking, Improvement Needed)
	Intern A make amendments to Write Up
<b>PPT Slides</b>	Intern A do PPT Slides
	Intern A discuss with Intern B on PPT Slides
	Intern B review Intern A's PPT Slides (Presentation Style, Fact Checking, Improvement Needed)
	Intern A make amendments to PPT Slides
<b>Write Up &amp; PPT Slides</b>	Intern A & B Google Meet with Evanna to Present Write Up & PPT Slides
	Evanna review & comment on Write Up & PPT Slides
	Intern A make amendments to Write Up & PPT Slides
<b>Marketing &amp; Promotion</b>	Fix Webinar Date & Time with Speaker
	Design Webinar Brochures
	Market & Promote Webinar via Email & Social Media
<b>Pre-Recorded Video</b>	Intern A pre-Record Video with Write Up (as Script) and PPT Slides (as Visual)
	Intern B review Intern A's pre-recorded Video
	Intern A make amendments to pre-recorded Video
	Evanna review & comment on Intern A's pre-recorded Video
	Intern A make amendments to pre-recorded Video
	Intern A, B & Evanna Google Meet with Speaker
<b>Speaker's Input</b>	Speaker to review & comment on Intern A's pre-recorded Video, PPT Slides & Write Up
	<b>Intern A to follow up with Speaker on below</b>
	Case Examination: Critically analyse the reasoning of the court judgement
	Risk Analysis: Highlighting the Risk Involved from the court case
	Practical Implications: Explaining how the legal decision impacts professional practice, business & corporate world
	Proposed Solutions: Suggestions to mitigate risk for practitioners, directors & management
	Intern A add Speaker Notes to PPT Slides
	Intern A to do additional pre-record video (if any)
<b>Live Webinar</b>	Show Time
<b>Post Production</b>	Edit & Render Video
	Update Replay to Learnabee Paid Area

Phase	Webinar Production Process
Mandarin Live Webinar 3 - 4 months later	
Write Up on Mandarin Version	Intern A to Understand & Transcribe English Webinar
	Intern A Translate English Webinar to Mandarin Version
	Intern A discuss with Intern B on Write Up
	Intern B review Intern A's Write Up (Fact Checking, Improvement Needed)
	Intern A make amendments in Write Up
PPT Slides	Intern A copy English PPT Slides & Translate to Mandarin
	Intern A discuss with Intern B on PPT Slides
	Intern B review Intern A's PPT Slides (Presentation Style, Fact Checking, Improvement Needed)
	Intern A make amendments to PPT Slides
Write Up & PPT Slides	Intern A & B Google Meet with Evanna to Present Mandarin Write Up & PPT Slides
	Evanna review & comment on Write Up & PPT Slides
	Intern A make amendments to Write Up & PPT Slides
Marketing & Promotion	Fix Webinar Date & Time with Interns
	Design Webinar Brochures
	Market & Promote Webinar via Email & Social Media
Pre-Recorded Video	Intern A pre-Record Video with Write Up (as Script) and PPT Slides (as Visual)
	Intern B review Intern A's pre-recorded Video
	Intern A make amendments to pre-recorded Video
	Evanna review & comment on Intern A's pre-recorded Video
	Intern A make amendments to pre-recorded Video
	Intern A, B & Evanna Google Meet with Speaker
Live Webinar	Show Time
Post Production	Edit & Render Video
	Update Replay to Learnabee Paid Area