

PURPOSE:

1. Review the video and audio for flow and quality. If there is an issue, you need to mention the exact timestamp for the editor to know where to edit and for how long. Therefore, the start and end timestamp is necessary.
2. Audio quality
3. Video quality
4. Does the video have a TAKE 1, TAKE 2, etc., If so, the latest final take start time has to be mentioned.
5. Are there additional questions recorded after the formal thank you?
 1. If yes, then that question and response need to be edited into a specific section.
 2. If yes, NOTE IT DOWN and escalate to the content writer

TRANSCRIBE VERBATIM:

1. If something is not clear, then you mention the timestamp for escalation. **MARK THIS IN BOLD AND YELLOW HIGHLIGHT.**
2. READ AGAIN after you transcribe
3. Use Grammarly on your system
4. Highlight key takeaways after you complete the grammar check. **HIGHLIGHT and MARK IN BLUE HIGHLIGHT.**