Review Materials to Ensure They All Exist

- Go to the project folder and check if the following items are in the folder:
  - Final video
  - Most recent .ass file/s (look at the modified date and see if it aligns with the most recent subbed clip/s)
  - Thumbnail
- Collect names for all roles to include in the META doc (from Clipper to QC) [Will be depreciated after Ikari is deployed]
  - If you aren’t sure how to credit them, look up their name in the HLR channel and check how they were credited in previous videos. Otherwise, ask the person in question how they’d like to be credited.
- If any of these files are missing, alert the appropriate person.

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