**Highland Park High School Course Team Log**

*The purpose of this document is to help organize the course team’s work and to capture the important aspects of this work for secondary members to read and understand.*

*All course team facilitators should complete this log and post it to the wiki after each of their team meetings.*

Meeting No. \_\_\_3\_\_\_\_\_\_\_\_

Date:\_\_11/30/11\_\_\_\_\_\_\_\_\_\_ Facilitator:\_\_Jen Ochsner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

Jen Ochsner, Debby Finn, Jeremy Runyan

BRIEF summary of discussion, activities, and work conducted (bullet points will suffice):

* Explored report options on Mastery Manager
* Discussed concerns with Algebra progress- what’s working, what’s not
* Began to discuss final exam review and test

For our next meeting we need to do the following:

* Look at data from Algebra Review #5 and possibly #6
* Determine Algebra “plan” for second semester
* Discuss common questions on future chapter tests

2 minute feedback loop: commit to sharing verbal feedback about the meeting. Capture these thoughts here:

* Feel more comfortable using Mastery Manager to analyze data

Next meeting:

Date:\_\_\_1/11/12\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location:\_\_\_A208\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_