**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. \_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Facilitator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

All members were present

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

Discussed our common assessment around the skill of quote analysis

Created a “skeleton” of our assessment:

1. Annotate quote for:
   1. Words they don’t know/synonyms/definitions/connections
   2. Context (who, audience, to whom, moment—when, why, where)
2. Paraphrase quote in own words
3. Significance: ask a new question, application to text, personal connection, illumination of themes/thinking framework

For our next meeting we need to do the following:

Discuss the final product of our assessment. Last minute changes? Due dates?

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