**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: 2/8/12 Facilitator: D. Dicker

Team members present: Dicker, Gapinski, Awolola, Nevarez,

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

* Began discussing how best to use bell ringers and what adjustments to make in how to choose topics
* Wrote 3 more bell ringers using the data collected thus far from previous bell ringers and the final exam

For our next meeting we need to do the following:

(continue the following)

* Data collection from final exam, bell ringers, and checklists
* Decide what to do with the information
* Use the data to write future bell-ringers

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

Next meeting:

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

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