**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. \_\_\_18\_\_\_\_\_\_\_\_

Date:\_\_5/22/13\_\_\_\_\_\_\_\_\_\_ Facilitator:\_\_Jen Ochsner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

Jen Ochsner, Jeremy Runyan, Nina Maita, Debby Finn, Patrick Shipp

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

* We discussed changes to the final exam. We want the final to assess the key ideas from each chapter, and we want the problems to be weighted fairly. We also looked at how to help prepare our students for the final.

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

* We are looking forward to reviewing with our students and seeing how they perform on the final exam.

Next meeting:

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

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