**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. \_\_\_1\_\_\_\_\_\_\_\_

Date:\_\_8/29/12\_\_\_\_\_\_\_\_\_\_ Facilitator:\_\_Jen Ochsner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

Jen Ochsner, Jeremy Runyan, Debby Finn, Nina Maita

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

* Discussed schedule for course team meetings
* Jeremy (ch 2) and Jen (ch 3) will fix the Algebra reviews by next week
* Considering moving final exam to before winter break (will need to reorder chapters)

For our next meeting we need to do the following:

* Discuss moving final exam
* Discuss results of Algebra proficiency exam

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

* Excited about having a direction, looking forward to the possibility of administering the final exam prior to winter break

Next meeting:

Date:\_\_\_9/5/12 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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