**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: 9.7.11 Facilitator: Kate Straka

Team members present: All present

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

* Reviewed course team structures and responsibilities
* Logged into WIKI
* Accepted team responsibilities (Gen attends Nov 9th meeting with Brad, Lel is scribe, and shared facilitator responsibility when Straka absent)
* Agreed upon A217 as meeting location
* Reviewed course norms
* Clearly discussed that we are unified by targets and areas of study (Africa, Latin America and The Middle East)
* Will there be time for secondary course teams to meet?

For our next meeting we need to do the following:

Think about goals for this year.

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

It was a great day. It was a meaningful discussion!

Next meeting:

Date: 9.21.11

Location: A217