**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: Shannon Bain

Team members present: Kerry Lucke, Brian Scane, Lars Nelson, Kunal Pujara, Sue Stephenitch, Ana Thompson, Michelle Newman

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

* We reviewed the team structure and resources provided by the wiki.
* We talked about our norms –and posted the norms draft working through confidentiality.
* A highlight of the discussion was to use a casual parliamentary process.

For our next meeting we need to do the following:

* Review goals that Chris and Shannon developed this summer.
* Continue to develop norms.

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

We did not do this. Next time.

Next meeting:

Date:\_\_9/21/11

Location:\_G101