**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:\_\_Jen Ochsner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

Jen Ochsner, Debby Finn, Jeremy Runyan

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

* Explore Wiki
* What to post on Wiki (particularly for secondary course team members/special ed dept): targets, pre-assessment given at beginning of year, self-assessment form being used by all teachers
* Decided on focus for year- Algebra review by chapter (corresponding to targets and important Algebra skills for each chapter), Algebra quiz worth 10 points after chapters 3 and 5
* Considering using Mastery Manager to score Algebra reviews and quizzes
* Took self-assessment individually and as a team

For our next meeting we need to do the following:

* Finish self-assessment
* Develop Algebra reviews

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

* Off to a great start!

Next meeting:

Date:\_\_\_9/21/11\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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