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

Date:\_\_\_1/16/13\_\_\_\_\_ Facilitator: \_\_Adam Washburn\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

Adam Washburn  
Tom Gibbons

Megin Khoshaba

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

* Discussed agenda for the final period (factoring review and checkpoint quiz)
* Discussed second semester topics for checkpoint quizzes
* Went over common missed problems on the final

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

* Next time we’ll talk about possibly developing a more efficient data collection spreadsheet

Next meeting:  
Date: \_\_\_TBD\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Location:\_\_\_\_\_A206