**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:\_\_\_11/20/13\_\_\_\_\_ Facilitator: \_\_Adam Washburn\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

Adam Washburn  
Tom Gibbons

Megin Khoshaba

Lauren Nahigian

Jen Loewenstein

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

* Adam and Jen- Accelerated Math
  + Went through topics to align course standards with accelerated math standards
  + Discussed student issues and ways to address these issues
* Final exam
  + Has already been updated for Algebra 2
  + Algebra 2 Trig will meet on Friday to finalize changes to the final and the final exam review packet
  + We need to go back and update formatting on both versions
* Algebra 2 checkpoint quizzes
  + Updated the first chapter 5 checkpoint quiz
  + Next time talk about data collection: what’s been working, what hasn’t worked

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

* Things are going well as we approach the end of the semester

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