**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. \_\_\_\_\_4\_\_\_\_\_\_

Date:\_\_\_11/30/11\_\_\_\_\_ Facilitator: \_\_Adam Washburn\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

Amy Cornelius Adam Washburn  
Tom Gibbons Megin Khoshaba

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

* Completed PARC survey
* Developed teacher spreadsheet identifying example problems from Checkpoint Quizzes and description of the targets addressed

For our next meeting we need to do the following:

* Update Checkpoint quizzes with new material
* Evaluate and discuss impact of checkpoint quizzes thusfar
* Start compiling data

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

* Most logistical aspects of checkpoint quizzes have been developed (checkpoint quizzes, student spreadsheet to keep track of missed problems, teacher spreadsheet to keep track of targets)
* Things are going in the right direction. We are looking forward to compiling data from Algbera 2 teachers

Next meeting:

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location:\_\_\_\_\_TBD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_