**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. \_\_\_\_\_3\_\_\_\_\_\_

Date:\_\_\_9/12/12\_\_\_\_\_ 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 the final exam occurring before winter break (letting students/parents know—timeline, content covered, benefits, etc.)
* Discussed Megin’s reservations about checkpoint quizzes in A2T: it’s more important that they understand conceptual ideas as opposed to rote process problems. Maybe A2T can consider doing conceptual checkpoint quizzes?
* Talked about the pros/cons of the student checklist of problems: do the students actually use it? It is helpful when meeting with the student, seeing the problems they’re continually getting wrong

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

* We feel good about Algebra 2 as we head into 2nd quarter, looking forward to the next meeting

Next meeting:  
Date: \_\_\_9/26/12\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Location:\_\_\_\_\_A206