**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:\_\_\_8/29/12\_\_\_\_\_ 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 plans for implementation of checkpoint quizzes in Algebra 2 (and A2T)
* Updated student and teacher spreadsheet
* Posted updated spreadsheets to Wiki

For our next meeting we need to do the following:

* Collect data from first checkpoint quizzes of the year (practice or otherwise)

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

* Things seem to be continuing smoothly from last year

Next meeting:  
Date: \_\_\_9/5/12\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Location:\_\_\_\_\_A206