**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. \_\_2\_\_\_\_\_

Date:\_\_\_10/12/11\_\_ Facilitator:\_Josh Hess\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

Josh Hess, Victoria Otto, Sandra Wichner

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

* Team completed self-assessment survey
* Team created & posted norms
* Team created & posted core targets
* Team worked on Course targets & Assessments

For our next meeting we need to do the following:

* Self-reflect on meeting contribution
* Re-evaluate assessments

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

* We complimented each other on your efficiency and willingness to work effectively together.

Next meeting:

Date: \_\_10/13/11\_\_

Location: \_\_H101\_\_