**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: 11/2/11 Facilitator: Wolfe

Team members present:

**Wolfe, Elman, Perlman, Case**

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

**The Eng II Course Team talked about the upcoming LOTF analytic essay assignment. We started with what we learned from our co-assessment of their 4-Part Detail paragraphs, moved into how to enhance the way we teach the key skills of quote analysis, quote selection, and writing argument statements, and then got into how to better structure the LOTF essay assignment. Elizabeth offered a strong idea for the assignment, and we’re hoping everyone can get together during self-collaboration next Wednesday to put it together.**

For our next meeting we need to do the following:

**Meet as an entire team in a week during self-collaboration.**

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

Next meeting:

Date: 11/30/11

Location: WL