**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. \_\_\_\_6\_\_\_\_\_

Date:\_\_\_\_11/30/11\_\_\_\_\_ Facilitator:\_\_\_\_\_\_\_David Shirley\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

Heather Hernandez, Roxanne Jamroz, Dave Shirley

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

We reviewed our work from last meeting which was the rubric from the second assessment.

For our next meeting we need to do the following:

We will continue to look at the second rubric with the idea that we will finish at the next meeting

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

We are more clear about what data to collect and keep for each assessment.

Next meeting:

Date:\_\_\_\_\_\_\_\_\_\_\_1/11/11\_\_\_\_\_\_\_\_\_\_\_\_

Location:\_\_\_\_\_\_\_G 205\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_