**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:\_\_\_\_10/19/11\_\_\_\_\_ Facilitator:\_\_\_\_\_\_\_David Shirley\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

Barb Obinger, Heather Hernandez, Roxanne Jamroz, Dave Shirley

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

We reviewed our work from last week. For the first common lab we had drawn up a spreadsheet in which we looked at the targets that the common questions aligned with.

We also developed a rubric to address each of the targets for the first lab.

For our next meeting we need to do the following:

Continue to look at common labs with respect to common questions and the targets (both process and content) that align with each common question.

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

We want to keep the rubrics simple and manageable so as not to add too much time in the evaluation of the data.

Next meeting:

Date:\_\_\_\_\_\_\_\_\_\_\_11/2/11\_\_\_\_\_\_\_\_\_\_\_\_

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