**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: \_\_3\_\_

Date: \_\_10/12/11\_\_ Facilitators: \_\_S. Palmberg/L. Gonzalez\_\_

Team members present:

M. Castle, A. Conejo, L. Gonzalez, S. Palmberg, M. Clauser

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

--Team completed group self-assessment survey

--Team created and posted norms

--Team created and posted core targets

--Team edited and reposted goals

--Team worked on Swimming targets

For our next meeting we need to do the following:

--Continue to work on individual unit targets

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

--Meeting was very productive and efficient

--Nice progress

Next meeting:

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

Location: \_\_Team Room\_\_