**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:\_\_\_\_\_\_9/20/11\_\_\_\_\_\_\_\_\_\_\_\_\_ Facilitator:\_\_\_Lydia Gonzalez and Sarah Palmberg\_\_\_\_\_\_\_\_\_

Team members present:

Lydia Gonzalez

Sarah Palmberg

Alex Conejo

Matt Castle

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

* Reviewed process for targets
* Reviewed previous target work
* Discussed formative and summative assessment
* Divided curriculum for future work

For our next meeting we need to do the following:

* Bring progress from curriculum work
* Collect formative assessments to share

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

* Course team is feeling better about the process
* Able to break the work into smaller components to make it manageable for all

Next meeting:

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

Location:\_\_\_\_\_\_H101\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_