**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: October 12, 2011 **Facilitato**r Amy Burnetti

**Team members present:**

Carrie, Stacy, Dave & Amy

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

--Completed Budget Unit Targets

-Discussed number of targets each unit should/ could have, agreed on 4 to5

-Brainstormed common delivery methods for material

-Developed three formative assessments: One new worksheet and applied two existing

**For our next meeting we need to do the following:**

-Complete delivery method concepts for entire unit of Budgeting

-Begin Next Unit Banking

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

Highly productive, collaborative and very exciting to be sharing projects, assessment tools and using the commonalities. Energized to be sharing and fruitful outcomes!

**Next meeting:**

Date: October 19, 2011 Location: Fine Arts Office