**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 Facilitator:\_Tiffany Decker

**Team members present:**

Tiffany Decker, Marisol Legis-Portincaso, Debbie Lewicki, Rebeca Rodríguez

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

* We discussed, created, and posted course teams norms.
* We discussed, created, and posted course team goal setting.

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

* Bring examples of common formative assessments (reflexive verbs project).
* Meet and speak to Wei Fang about oral final exams procedures (Debbie L).
* Address concerns about speaking activities in ASC lab.

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

* It was a productive meeting.
* A lot of meaningful discussions took place.

Next meeting:

Date: 10/19/11

Location: A306