**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:\_\_\_10/19/11\_\_\_\_\_ Facilitator: \_\_Adam Washburn\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

Amy Cornelius Adam Washburn  
Tom Gibbons Megin Khoshaba

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

* Developed spreadsheet for checkpoint quiz target data (student version)
  + Each problem represents a target for the chapter
  + Students fill in spreadsheet for the problems on the checkpoint quiz (C for correct, X for incorrect) to track their progress in mastering targets. If a problem was incorrect, then the target has not been reached.
* Discussed core topics for Chapter 3

For our next meeting we need to do the following:

* Develop document that connects the problem number to the target
* Discuss progress

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

* Common assessments seem very realistic to carry out
* Things are going in the right direction

Next meeting:

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location:\_\_\_\_\_TBD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_