**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. \_\_\_\_\_1\_\_\_\_\_\_

Date:\_\_\_9/7/11\_\_\_\_\_ 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):

* Took course team self-assessment survey
* Assigned roles
* Discussed check-point quiz, common formative assessment?

For our next meeting we need to do the following:

* Develop core targets for chapter one and start thinking about chapter two
* Review student monitoring worksheet
* Discuss progress

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

Next meeting:

Date:\_\_\_9/14\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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