**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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team members present:**

Pedro, Morgan, Liane, Ric, Dixie

Melissa (out of town)

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

* Reviewing 4 main areas of focus (executive functioning, self-awareness, academic performance, procedural facilitators)
* Begin to outline targets related to executive functioning
* What does ‘procedural facilitators’ include???
* Discussion regarding what topics are in each category

See next page

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

Come with more executive functioning targets

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

**Next meeting:**

**Date:\_\_\_\_\_10-19-11\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Location:\_\_\_\_\_\_Pedro’s office\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Learning Strategies Executive Functioning Targets

• I use an organizational system sufficient for meeting academic expectations

• I come to class prepared to participate in classroom activities

• I use time effectively to meet deadlines

• I am able to plan a schedule to meet academic expectations and complete specific tasks

• I complete and turn in assignments on time to meet classroom expectations

• I actively monitor my academic progress in every class

o I check with my teachers weekly

o I check my grades online

o I utilize email to get feedback on my performance

• I am able to use the basic skills of how to divide my an assignment into parts