**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. 4

Date: November 2, 2011 Facilitator: Mari Brown

Team members present: Steph Solis and Mari Brown

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

* We entered Ann’s Fall MAP scores, EXPLORE and practice PLAN tests
* We continued examining the data

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

* Enter quarter grades
* Analyze the data

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

We found it frustrating that our team is not complete, and we spent a lot of valuable time looking for information to complete our spreadsheet.

**Next meeting:**

Date: November 30, 2011

Location: A334