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

Date: October 19, 2011 Facilitator: Dicker

Team members present:

Robin Gapinski, Nancy Nevarez, Debbie Dicker

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

* We discussed common issues of attendance and other individual situations that are impacted student learning.
* We updated a core topics checklist to be used on the unit 2 test to help student reflection and preparation. It will also allow us to collect data on the core topics in this unit.

For our next meeting we need to do the following:

* Assess the data
* Begin writing a formative assessment with common questions in unit 3

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

Next meeting:

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

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