**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: 21 September 2011 Facilitator: Jennifer Fire

Team members present: Maria Hothem, Gwen Krull, Kevin Lakani

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

We completed the Course Team Self Assessment and the Goal Setting Worksheet.

For our next meeting we need to do the following:

Discussing our Cat in the Hat Paragraph Common Assessment. Each team member is bringing one high quality paragraph, one average paragraph and one paragraph that did not meet standards. We will discuss how we prepared students for the assessment and student outcomes.

Two minute feedback loop: commit to sharing verbal feedback about the meeting. Capture these thoughts here: “Looking forward to next meeting when we can talk about the course.” Looking forward to talking about the curriculum and the assessments.

Next meeting:

Date: 19 October 2011

Location: A331