**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\_\_\_\_\_\_\_\_\_\_ Facilitator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Higgins\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

Erin Hicks, Jean Sweeney, Paul Curtin, Steve Rose, Kevin Higgins

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

1. Course Target Format was approved
2. Previous adaptations to Survey level course targets are agreed upon
3. A Business Math set of course targets is to be developed
4. Time to create the documents is valued.
5. Creation of documents commenced

For our next meeting we need to do the following:

1. Create/complete edited Course Target formatted documents
2. Have draft of Business Math targets after consultation with previous instructor.

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

Time to create the finalized product is valued, time to collaborate on matters of practice regarding the targets (instruction, monitoring, use of resources) would be HIGHLY valued in the future.

Next meeting:

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_10/19/2011\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_A105\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_