**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:\_**9-21-11\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Facilitator:\_\_\_\_***Kate Silber and Beth Peterson***

Team members present:

***Kate Silber***

***Beth Peterson***

***Cathy Pepsnik***

***Cheri Byrnes***

***Jonathan Weiland***

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

***We had a discussion about norms and ways to interact with each other.***

***We continued our discussion on development of our first formative assessment. We discussed ways to grade this assessment efficiently.***

***We investigated Google Doc Forms as a way to gather student responses and then decided to not use it for this assessment.***

***We developed 3 scenarios with multiple choice options to give as our formative assessment. Questions will include determining the hypothesis, what data should be collected, dependent variable, and independent variable.***

***We decided to give the same formative assessment to all levels of biology.***

***Once we have the assessment created we will share it with the secondary team members along with protocol for giving the assessment.***

For our next meeting we need to do the following:

***Each team member will create multiple choice options for one scenario.***

***At our next meeting with will share and edit our scenarios. We will also develop protocols for giving the formative assessment and a deadline for completion.***

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

***Productive***

***Good discussion***

***Respectful yet able to disagree on ideas***

***On task***