**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:\_\_**11-2-11\_\_\_\_\_\_\_\_\_\_** Facilitator:\_\_\_**Kate Silber and Beth Peterson**\_\_\_\_\_\_\_\_

Team members present:

**Jonathan Weiland**

**Cathy Pepsnick**

**Cheri Byrnes**

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

* **Revising first quarter assessment after looking at what the students missed**
* **Analyzed first quarter formative assessment**
* **Looked at Mastery Manager and how it can be used to asses data information –Beth used Mastery Manager to analyze the first quarter formative assessment and demoed how it works.**

For our next meeting we need to do the following:

* **Continue analyzing the first quarter assessment**
* **What does the data mean? Where do we go from here?**

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

**Reflective**

**Interesting**

**Hard to write good multiple choice questions**

**Frustrated**

**What we think is clear is not for kids**

Next meeting:

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

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