**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**:\_\_4-25-12**\_\_\_\_\_\_\_\_\_ Facilitator:\_\_\_\_**Kate Silber and Beth Peterson** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

**Julie Felichio**

**Cathy Pepsnik**

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

**We made sure all team members are prepared and understand the 4th quarter assessment and the deadline next Friday.**

**We discussed the annual report questions in detail and how targets play a role.**

For our next meeting we need to do the following:

**We will have the data from 4th quarter assessment and plan to analyze this data.**

**Develop a student friendly check list of targets to be included in the lab manual.**

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

**Helpful Progress**

**Reflective**

**Informative**