**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:\_**8-29-12\_\_\_\_\_\_\_\_\_\_\_\_\_** Facilitator:\_\_\_**Kate Silber and Beth Peterson** \_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

**Cathy Pepsnik**

**Jonathan Weiland**

**Shannon Bain**

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

**We edited our first quarter formative assessment from last year. We discussed how to make sure questions are asking what we intended. We looked at language use and the idea of extra information in questions. We had new members who were able to give good insights to the assessment and question our thinking.**

For our next meeting we need to do the following:

**Continue editing the formative assessment.**

**Talk about using mastery manager**

**Explain how the assessment works to new members of the team**

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

**Productive**

**Welcome Back**

**Energy**

**Editing**

**Grammar**

Next meeting:

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

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