**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:\_\_\_\_\_4/24/13\_\_\_\_ Facilitator:\_\_\_\_\_Lars Nelson\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

Kunal, Kerry, Ana, Sue, Brian, Lars

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

* Flush out specific details of one example of a Process Target (what does it look like, examples of evidence toward target, possible use/growth among all grade levels)

For our next meeting we need to do the following:

* Go over data from 4th quarter CFA
* Go over 2nd semester common summative assessment (Final Exam)

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

* Whole department came back together for sharing of ideas (too many to list)

Next meeting:

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

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