**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:\_\_\_\_\_\_21Sep11\_\_\_\_\_\_\_\_\_\_\_\_\_ Facilitator:\_\_\_\_A. Fay\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

* J. Gorleski
* C. Hill
* H. Hill

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

* Developed Norms:
  + Collaborated on Group Norms Document.
  + Discussed structure of our meetings. i.e. Enviro work, and Anatomy work
* Wrote Goal Document.

For our next meeting we need to do the following:

* Gather documents that members developed over summer and put on wiki.
* John will begin to transcribe hand written notes.
* Bring specific lab/activity/assessment to share with at the meeting.

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

* John was positive.
* Some discussion about the need of commonality of structure of norms for the entire department rather than individual course teams.

Next meeting: Establish Norms and Team Assessments

Date:\_\_\_12Oct11\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location:\_\_\_G115\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_