**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. \_\_\_\_\_7\_\_\_\_\_\_

Date:\_\_\_\_\_\_3/7/12\_\_\_\_\_\_\_\_\_\_ Facilitator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Higgins\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

C. Lopez, E. Hicks, J. Sweeney, S. Rose, P. Curtin

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

All course targets are nearing completion and moving forward

Progress Check of completion across targets

Discussion of time to be used for data entry

April 25th will be a deadline to have all completed, merging different curricula and creating a linear progression of skills across different course targets

Use of Math Type for examples

For our next meeting we need to do the following:

See if Graphing Calculator PD is available

Include Examples into the course targets

Evaluate opportunities for secretarial support in creating instruction-specific assessments

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

Keeping meetings concise to allow time to focus on target completion is valued.

Outside supports may be needed as we enter next steps in the process.