



AVATAR Partnership Region: Region 6 Education Service Center
Meeting/Session Documentation Form

Form should be completed after each meeting and given to the Regional AVATAR Coordinator/Facilitator

Meeting:	Kay Angrove (P-16 and SHSU) and Joe Martin (ESC 6)			
Meeting Purpose:	Discuss and plan AVATAR next steps			
Date:	09/23/2013	Start Time:	10:00 am	End Time: 11:00 am
Meeting Coordinator/ Facilitator:	Kay Angrove	Location:	ESC 6	
Meeting Recorder:	Joe Martin	Meeting Timekeeper:	Joe Martin	

Time	Topic	Format	Discussion Leader	Desired Outcome
	Next steps	W	Kay Angrove	<ul style="list-style-type: none"> Maintain current group for next year Schedule next meeting in August

Agenda Format Key: P = Presentation, F = Feedback, D = Decision-Making, W = Work Group, O = Other, with explanation

AVATAR Meeting Minutes

Action Item	Person Responsible	Due Date
Schedule next meeting	Joe Martin	ASAP
Send draft proposal (attached) to partners	Kay Angrove	Early October
Notes		
<ul style="list-style-type: none">• Increase involvement of SHSU P-16 council• Use SHSU Blackboard online system to allow for remote attendance and less time away from campus• Next meeting scheduled for October 16, 2013		

Meeting Participant List

Name	Title	Organization/Institution
Kay Angrove	Director of First-Year Experiences	Sam Houston State University
Joe Martin	Educator Certification Coordinator	Region 6 Education Service Center