



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:	AVATAR Partners			
Meeting Purpose:	Discuss and plan AVATAR next steps			
Date:	03/24/2014	Start Time:	11:30 AM	End Time: 6:00 pm
Meeting Coordinator/ Facilitator:	Kay Angrove	Location:	ESC 6	
Meeting Recorder:	Joe Martin	Meeting Timekeeper:	Joe Martin	

Time	Topic	Format	Discussion Leader	Desired Outcome
	Follow-up on HR paperwork	F	Kay Angrove	Submit I-9 forms and compensation worksheet
	Student writing checklist and glossary	W	Partners	Continue glossary and checklists

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
Review and edit assignment samples	Partners	04/07/2014
Create P-16/AVATAR Powerpoint	Joe Martin	04/07/2014
Compile writing handbook sample	Joe Martin	04/07/2014
Next meeting: 04/07/2014; 4:00 – 6:00 at Region 6	Joe Martin	04/07/2014
Notes		

Meeting Participant List

Name	Title	Organization/Institution
Kay Angrove	Director of First-Year Experiences	Sam Houston State University
Carroll Nardone	Associate Professor – English	Sam Houston State University
Jim Driscoll	English Teacher	Huntsville High School
Jennifer Graves	Assistant Principal	Huntsville High School
Kelly Jordan	English Teacher/Department Chair/Dual Credit	Huntsville High School
Sharon Brown	Writing Specialist	Region 6 Education Service Center
Joe Martin	Educator Certification Coordinator	Region 6 Education Service Center