



**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

<b>Meeting:</b>	AVATAR Partners			
<b>Meeting Purpose:</b>	Discuss and plan P-16 Council presentation			
<b>Date:</b>	04/07/2014	<b>Start Time:</b>	4:00 PM	<b>End Time:</b> 6:00 pm
<b>Meeting Coordinator/ Facilitator:</b>	Kay Angrove	<b>Location:</b>	ESC 6	
<b>Meeting Recorder:</b>	Joe Martin	<b>Meeting Timekeeper:</b>	Joe Martin	

Time	Topic	Format	Discussion Leader	Desired Outcome
	Review/edit writing handbook	W	Joe Martin	Correct and consistent formatting, etc.
	Review/edit presentation	W	Joe Martin	Finalize presentation

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

**AVATAR Meeting Minutes**

<b>Action Item</b>	<b>Person Responsible</b>	<b>Due Date</b>
Send writing handbook to print	Joe Martin	04/24/2014
Invite and follow up with selected superintendents and university staff	Kay Angrove	04/24/2014
<b>Notes</b>		

### **Meeting Participant List**

<b>Name</b>	<b>Title</b>	<b>Organization/Institution</b>
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
Joe Martin	Educator Certification Coordinator	Region 6 Education Service Center