

**AVATAR Partnership Region: ESC Region XIII**

**Meeting/Session Documentation Form**

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

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| **Meeting:** |  |
| **Meeting Purpose:** | Introduce new members; introduce online environment for group |
| **Date:** | 10-9-12 | **Start Time:** | 5:00 pm | **End Time:** |  |
| **Meeting Coordinator/ Facilitator:** | Jennifer Drumm  | **Location:** | Online |
| **Meeting Recorder:** | Jennifer Drumm (adobe connect will be recorded) | **Meeting Timekeeper:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
|  | New team members | P | JDrumm |  |
|  | PB Wiki workspace | W | JDrumm |  |
|  | Action plans update | W | JDrumm / All |  |

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

**AVATAR Meeting Minutes**

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| **Action Item** | **Person Responsible** | **Due Date** |
|  |  |  |
|  |  |  |
| **Notes** |
|  |

**Meeting Participant List**

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Organization/Institution** |
| Ed Vara | Deputy Executive Director, Academic Services | ESC Region XIII |
| Jennifer Drumm | Senior Coordinator: Curriculum & Instruction | ESC Region XIII |
| Susan Diaz | Literacy Specialist | ESC Region XIII |
| Gary Madsen | Director, P-16 Initiatives | Austin Community College |
| Wendy Lym | Professor, Associate | Austin Community College |
| I. Moriah McCracken | Assistant Professor of English Writing & Rhetoric | St. Edwards University |
| John Villarreal | English IV & English Iv AP/IB Teacher | L.C. Anderson High School |
| Stacia Bowley | English IV Teacher | L.C. Anderson High School |