

**AVATAR Partnership Region: \_\_\_\_\_15\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Meeting/Session Documentation Form**

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

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| **Meeting:** | English AVATAR celebration | | | | |
| **Meeting Purpose:** | Celebrate accomplishments | | | | |
| **Date:** | 4/18/13 | **Start Time:** | 4:30 | **End Time:** | 6:30 |
| **Meeting Coordinator/ Facilitator:** | Karan Duwe | **Location:** | | Region 15 ESC | |
| **Meeting Recorder:** | Laurence Musgrove | **Meeting Timekeeper:** | | Connie Lindsey | |
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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 4:30 | Go over final edits and discuss future of project | F | Laurence Musgrove | Project completion plans |
| 5:00 | Dinner | F |  |  |
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**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** |
| Create brochure | Laurence Musgrove | Summer 2013 |
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| **Notes** | | |
| Group wants to take their project a step further and create a brochure for counselors to give to parents and students.  Wiki was created and group will continue to post information on it regarding college readiness.  It has not been shared at this point. They are working on the content. | | |
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**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Karan Duwe |  | ESC 15 |
| Jean Hase | Teacher | SAISD |
| Nancy Treadwell | Instructor | Howard College |
| Laura Behrens | Instructor | ASU |
| Crystal King | Teacher | SAISD |
| Claudia Becerra | Teacher | SAISD |
| Joe Erickson | Instructor | ASU |
| Shanna Saverance | Teacher | Wall ISD |
| Gwen Parsons | Instructor | Howard College |
| Deanna Watkins | Teacher | SAISD |
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