

**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:** | Math Group meeting |
| **Meeting Purpose:** | Edit final brochure |
| **Date:** | 5/9/13 | **Start Time:** | 4:15 | **End Time:** | 6:15 |
| **Meeting Coordinator/ Facilitator:** | Trey Smith | **Location:** | ESC 15 |
| **Meeting Recorder:** | Karan Duwe | **Meeting Timekeeper:** | Karan Duwe |
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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 4:15 | Review brochure draft | D | Marissa Guerrero | Approval of format |
| 4:30 | Identify wording changes | D, W | None | Finalize wording changes for brochure |
| 5:45 | Wording changes | D,F | Trey Smith | Agreement on wording |

**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** |
| Make changes to final wording on brochure | Marissa Guerrero | today |
| **Notes** |
| Marissa Guerrero’s husband, a graphic design artist came up with a background and template for the brochure. The brochure is designed to advise students about a course of study in Mathematics necessary for certain college degrees.The group came up with lists of careers and tied them to recommended high school courses.  |

**Meeting Participant List**

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| --- | --- | --- |
| **Name** | **Title** | **Organization/Institution** |
| Saundra Paschal | Teacher | SAISD |
| Marissa Guerrero | Teacher | SAISD |
| Susan Strickland | Teacher | Howard College |
| Trey Smith | Teacher | ASU |
| Cindy Byrd | Teacher | SAISD |
| Betsy King | Teacher  | SAISD |
| James Baker | Teacher | TLCA |
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