

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

**Meeting/Session Documentation Form**

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting:** | |  | | | | | | |
| **Meeting Purpose:** | | Work on course packet | | | | | | |
| **Date:** | | 3/7/13 | | **Start Time:** | | 4:00 | **End Time:** | 6:00 |
| **Meeting Coordinator/ Facilitator:** | | Laurence Musgrove | | **Location:** | | | Region 15 ESC | |
| **Meeting Recorder:** | | Karan Duwe | | **Meeting Timekeeper:** | | | Laurence Musgrove | |
|  | |  | |  | | |  | |
| **Time** | **Topic** | | **Format** | | **Discussion Leader** | | **Desired Outcome** | |
| 4:00 | Listing prerequisites | | F | | Laurence Musgrove | | Create list and discuss | |
| 5:00 | Listing expectation for English 1301 | | F | | Laurence Musgrove | | Create list and discuss | |
| 5:45 | Divide into groups to create document | | D | | Laurence Musgrove | |  | |

**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** |
| Two groups will work on the two sections (prerequisites and expectations) | Joe Erickson  Laura Behrens | 3/21/13 |
| **Notes** | | |

**Meeting Participant List**

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Organization/Institution** |
| Karan Duwe |  | ESC 15 |
| Jean Hase | Teacher | SAISD |
| Nancy Treadwell | Instructor | Howard College |
| Laura Behrens | Teacher | ASU |
| Laurence Musgrove | Teacher | ASU |
| Claudia Becerra | Teacher | SAISD |
| Joe Erickson | Teacher | ASU |
| Megan Grigg | Teacher | Wall HS |
| Claudia Becerra | Teacher | Lakeview HS SAISD |
| Deanna Watkins | Teacher | Central HS SAISD |