

**AVATAR Partnership Region: ESC 16**

**Meeting/Session Documentation Form**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Meeting:** | AVATAR Team | | | | |
| **Meeting Purpose:** | Updating Data Powerpoint | | | | |
| **Date:** | 9-14-12 | **Start Time:** | 10:00 am | **End Time:** | 11:30 am |
| **Meeting Coordinator/ Facilitator:** | Robin Adkins | **Location:** | | Region 16 ESC | |
| **Meeting Recorder:** | RA | **Meeting Timekeeper:** | | RA | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
|  | Determine focus of project: identify select districts or use all in the region? |  | RA | Focus on Amarillo HS, Borger HS, Pampa HS, and Canyon HS, as well as WT, FPC, Amarillo College, & Clarendon College. |
|  | Go through Powerpoint and select data points. |  | RA | Adkins update Powerpoint and send to team members for review. Send to UNT. |
|  | Discuss next steps |  | RA | Regional Action Plan due Oct. 29. Adkins put together and send to team for review. |

**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** |
| Gregg will invite AC to participate. | Gregg Lawler |  |
| Adkins invite CC, Borger HS, Pampa HS, Canyon HS to participate. | Robin Adkins |  |
|  |  |  |
|  |  |  |
| **Notes** | | |
|  | | |

**Meeting Participant List**

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Organization/Institution** |
| Gregg Lawler | Math Instructor | West Texas A&M University |
| Beth Summers | Math Instructor | Frank Phillips College |
| Tammy Nash | Math Curriculum Specialist | Amarillo High School |
| Robin Adkins | P16 Specialist | Region 16 ESC |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |