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

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| **Meeting:** | AVATAR Partners |
| **Meeting Purpose:** | Discuss progress, planning, and next steps |
| **Date:** | 12/03/2012 | **Start Time:** | 2:30 pm | **End****Time:** | 4:00 pm |
| **Meeting Coordinator/ Facilitator:** | Joe Martin | **Location:** | Region 6 ESC |
| **Meeting Recorder:** | Joe Martin | **Meeting Timekeeper:** | Joe Martin |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
|  | Team progress  | D | Joe Martin | Welcome new member; encourage more involvement from high school teachers |
|  | Planning | D | Group | Cancelled January 14th meeting; replaced with January 25 at Huntsville High School (11:30 to 12:30 – Region 6 will provide lunch) |
|  | Next steps | W | Group | Reading/writing connection * Consider developing questionnaire for a non-fiction reading selection (What is the thesis,why did the author write this, list supporting ideas, summarize, etc.)
* Allow students to become experts on topic
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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** |
| Secure Huntsville High School for the next meeting; invite HHS English teachers | Donniea Garrett | 1/7/13 |
| Continue efforts to recruit English teacher(s) from Willis, and Magnolia West High Schools | Joe Martin | ASAP |
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| **Notes** |
| Next meeting is Friday, January 25, 2013 at Huntsville High School |

**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Dr. Tracy Bilsing | Associate Professor - English | Sam Houston State University |
| Dr. Carroll Nardone | Associate Professor - English | Sam Houston State University |
| Ava Veselis | Associate Professor - English | Lone Star College - Tomball |
| Jeff Norem | Professor - English | Lone Star College - Tomball |
| Dr. Lory Haas | CounselorInstructor | Huntsville ISD – Mance Park Middle SchoolSam Houston State University |
| Donniea Garrett | English Teacher | Huntsville High School |
| Julia Woods | School Improvement/Certification Specialist | Region 6 ESC |
| Joe Martin | Educator Certification Coordinator | Region 6 ESC |