

**AVATAR Partnership Region:** \_\_\_\_\_\_ESC 5\_\_\_\_\_\_\_\_

**Meeting/Session Documentation Form**

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

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| **Meeting:** | Vertical Alignment Team Meeting 4 |
| **Meeting Purpose:** | Revise and Edit final MOU and Syllabi |
| **Date:** | May 19, 2015 | **Start Time:** | 1:30pm | **End Time:** | 3:30pm |
| **Meeting Coordinator/ Facilitator:** | Maris Peno | **Location:** | Region 5 ESC – Beaumont, TX  |
| **Meeting Recorder:** |  | **Meeting Timekeeper:** |  |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 1:30-2:30 | AVATAR PowerPoint | P | Maris Peno | Presentation of the final MOU and Syllabi |
| 2:30-3:20 | Revise and Edit | F, D, W | Maris Peno | Revise and Edit the final MOU AND Syllabi |
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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** |
| Participants will submit proposed updates to facilitator | Participants and Maris Peno | May 28, 2015 |
| Facilitator will compile list of changes and email to group | Maris Peno | May 28, 2015 |
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| **Notes** |
| Revisions and suggestions were made after this meeting. Then only change which met opposition was to leave the Indemnification section out of the contract. After much discussion, all entities decided to leave it out.  |

**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| See separate sign in sheet |  |  |
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