

**AVATAR Partnership Region: 16**

**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 Journal Project Team Meeting | | | | |
| **Meeting Purpose:** | View the Math Journal Video and Plan a Math Training for area teachers | | | | |
| **Date:** | March 23, 2016 | **Start Time:** | 4:00 pm | **End Time:** | 6:00 pm |
| **Meeting Coordinator/ Facilitator:** | Karla K. Weatherly (KW) | **Location:** | | Region 16 ESC | |
| **Meeting Recorder:** | KW | **Meeting Timekeeper:** | | KW | |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 4:00 pm | 1. Introductions. | P | Karla Weatherly (KW) | Networking and team building |
| 4:20 pm | 2. Googledox | P/F/W | Jackie Davis | Jackie Davis presented to the group about Gooledox and how to help students have a “storage space” for high school documents (Math Journal and projects) so that they can access these when they leave school and attend college. A gmail account is required. |
| 4:40 pm | 3. View the Math Journal Video that was prepared by Cathy Coleman and Tammy Nash | F/D/W | KW | Tammy Nash and Cathy Coleman prepared a video that is located on our P-16 website under the Math tab. This 12 minute video helps to show teachers how to use the Math Journal with their students. It was discussed that it would be very beneficial for Cathy to get some student testimonials on video that could be used to share with teachers the student success. |
| 5:00 | 4. Discuss the possibility of presenting at a math workshop. | P/F | KW | It was determined the this AVATAR Math Group will prepare a proposal to present at the Math and Science Conference that will be held at WTA&M on July 26 & 27, 2016. Karla will get with Michelle McCurdy at Region 16 to find out when the Request for Proposal form will be submitted. The AVATAR Math team members will work collaboratively to plan the math training. Some ideas for the title:  “Crack Open Journal in Case of Emergency”  “High School to College Math Transition” |
| 5:10 | 5. P-16 Project Proposal Application and  Opportunities | P/F/W | KW | Karla showed the group where the Project Proposal Application form was located on the web site and ideas were discussed that might be appropriate to help ensure student successful transition from High School to college to work. |
| 5:40 | 6. Stipend Paperwork | P/W | KW | Completion of the required W-9 and internal requisition forms for payment of stipend |
| 5:45 | In lieu of another meeting, the group will meet to prepare the presentation. The date will be set after the Project Proposal Application form is available. |  | KW | Karla will email the group when dates are known. |

**Agenda Format Key:** P = Presentation, F = Feedback, D = Decision-Making, W = Work Group, O = Other, with explanation

**AVATAR Meeting Minutes (See “Notes” page for more info)**

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| **Action Item (numbered items below correspond to agenda items above)** | | **Person Responsible** | **Due Date** |
| 3. Cathy will try to get video clips of students who have used the Math Journal and find it beneficial | | Cathy Coleman | May 1, 2016 |
| 4. Members will prepare a presentation for the Math and Science Conference in July | | Cathy, Tammy, Pam, Gregg & Beth | TBD after Project Proposal Form is available |
| 4. Karla will get with Michelle McCurdy to find out the timeline for the project proposal form. | | KW | March 25, 2016 |
| 6. Karla will prepare stipend reimbursement and submit to the Business Office. | | KW | March 24, 2016 |
| |  | | --- | | ***Notes*** |   ***Taken in items “Desired Outcome” section above.***  ***Meeting Participant List***   |  |  |  | | --- | --- | --- | | ***Name*** | ***Title*** | ***Organization/Institution*** | | *Gregg Lawler* | *Instructor, Math* | *West Texas A&M University* | | *Pam Walker* | *Algebra II, Pre AP & Math Instructor and District Liaison* | *Borger ISD* | | *Cathy Coleman* | *Mathematics Instructor* | *Amarillo ISD* | | *Karla K. Weatherly* | *P-16 Specialist/Team Facilitator* | *Region 16 ESC* | | *Kim Seward* | *WTAMU professor* | *West Texas A&M University* | | | | |