

**AVATAR Partnership Region: \_\_\_\_\_\_1\_\_\_\_\_\_\_\_**

**Meeting/Session Documentation Form**

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

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| **Meeting:** | Region 1 Science Vertical Alignment Team Meeting | | | | |
| **Meeting Purpose:** |  | | | | |
| **Date:** | January 9, 2013 | **Start Time:** |  | **End Time:** |  |
| **Meeting Coordinator/ Facilitator:** | Laura Saenz | **Location:** | |  | |
| **Meeting Recorder:** | Laura Saenz | **Meeting Timekeeper:** | | Volunteer | |

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| --- | --- | --- | --- | --- |
| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
|  | Brief Introductions | O  (discussion) | Laura Saenz | Introductions between team members. |
|  | Shared definitions of alignment: vertical & horizontal | P & F | Laura Saenz | Explore personal definitions and develop shared understanding |
|  | Identify vision for our work | O  (discussion) | Laura Saenz | Develop an aspirational definition of what team would like to achieve in the mid-term and long-term future to serve as a clear guide for choosing course of action. |
|  | Action planning | D | Laura Saenz | Identify short-term and long-term goals. |
|  | Standards & Assessments | P | Laura Saenz | Create shared understandings among team members of the STAAR, TEKS, CCRS, and 2-year and 4-year course content. |

**AVATAR Meeting Minutes**

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| **Action Item** | **Person Responsible** | **Due Date** |
|  |  |  |
| **Notes** | | |
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**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
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