

**AVATAR Partnership Region: \_\_\_\_\_15\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 project group |
| **Meeting Purpose:** | Module 2 training,  |
| **Date:** | 4/18/13 | **Start Time:** | 4:00 | **End Time:** | 6:00 |
| **Meeting Coordinator/ Facilitator:** | Karan Duwe | **Location:** | Region 15 ESC |
| **Meeting Recorder:** | Karan Duwe | **Meeting Timekeeper:** | Richard Roper, ESC 15 |
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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 4:00 | Review and begin Module 2 | F | Karan Duwe |  |
| 5:30 | Brainstorming ideas | F | Karan Duwe | Ideas for project. |
| 6:00 | Plans for next meeting | D | Karan Duwe | April 25 Meet weekly for next 3 weeks |
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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** |
| Plan dates for next meeting |  | 4/25/13 |
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| **Notes** |

**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Karan Duwe | Director | ESC 15 |
| Saundra Paschal | Teacher | San Angelo ISD |
| James Baker | Teacher | TLCA |
| Cindy Byrd | Teacher | SAISD |
| Betsy King | Teacher | SAISD |
| Trey Smith | Teacher | ASU |
| Marissa C. Guerrero | Teacher | SAISD |
| Susan Strickland | Teacher | Howard College |
| Christa Coffman | Teacher | HC |