

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

**Meeting/Session Documentation Form**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Meeting:** | May 20, 2014 | | | | |
| **Meeting Purpose:** | College Readiness Course development | | | | |
| **Date:** | 5/20/14 | **Start Time:** | 9:00 | **End Time:** | 3:00 |
| **Meeting Coordinator/ Facilitator:** | Karan Duwe | **Location:** | | Region 15 ESC | |
| **Meeting Recorder:** | Karan Duwe | **Meeting Timekeeper:** | |  | |
|  |  |  | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 9:00-9:30 | Review purpose of meeting, answer questions, clarify roles | F | Karan Duwe | Clear misconceptions, readiness for the work |
| 9:45 | Planning | F | Various | Begin work on course development |

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

**AVATAR Meeting Minutes**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Person Responsible** | **Due Date** |
| Plan dates for next work meetings | Various | 8/1/14 |
|  |  |  |
|  |  |  |
|  |  |  |
| **Notes** | | |

**Meeting Participant List**

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Organization/Institution** |
| Karan Duwe | Director | ESC 15 |
| Laura Strube | Associate Director | ESC 15 |
| Traci Terrill | Consultant | ESC 15 |
| Sue Van Hoozer | Consultant | ESC 15 |
| Joyce Sprott | Consultant | ESC 15 |
| Pam Callan |  | Howard College |
| Susan Strickland | Instructor | Howard College |
|  |  |  |
|  |  |  |

Roster attached: