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

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| **Meeting:** | AVATAR Partners |
| **Meeting Purpose:** | Discuss progress and next steps; share data |
| **Date:** | 10/08/2012 | **Start Time:** | 2:30 pm | **End****Time:** | 4:30 pm |
| **Meeting Coordinator/ Facilitator:** | Joe Martin | **Location:** | Region 6 ESC |
| **Meeting Recorder:** | Joe Martin | **Meeting Timekeeper:** | Joe Martin |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
|  | Team progress  | D | Kay Angrove | Add Magnolia West High School and replace Lone Star College-Montgomery with Lone Star College-Tomball |
|  | Data sharing | W | Group | Compare syllabi and requirements for ENG 1301 and 1302 with TEKS, EOC, and CCRS |
|  | Next steps | D | Group | Invite teachers from high schools to bring activities |

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** |
| Invite English teacher(s) from Huntsville High School | Lory Haas | 11/05/2012 |
| Invite English teacher(s) from Willis and Magnolia West High Schools | Joe Martin | 11/05/2012 |
| Bring activities used to teach audience, purpose, content in written compositions | Teachers, Tracy Bilsing, Carroll Nardone, Ava Veselis | 11/05/2012 |
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| **Notes** |
| Next meeting is Monday, November 8, 2012 at Region 6 ESC |

**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Dr. Kay Angrove | Director, First Year Experience | Sam Houston State University |
| Dr. Tracy Bilsing | Associate Professor - English | Sam Houston State University |
| Dr. Carroll Nardone | Associate Professor - English | Sam Houston State University |
| Dr. Lory Haas | Counselor | Huntsville ISD |
| Jamie Posey | Director of P-16 and College Readiness | Lone Star College System |
| Ava Veselis | Associate Professor - English | Lone Star College - Tomball |
| Joe Martin | Educator Certification Coordinator | Region 6 ESC |