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, planning, and next steps | | | | |
| **Date:** | 11/05/2012 | **Start Time:** | 2:30 pm | **End**  **Time:** | 4:00 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 | Joe Martin | Welcome new members; allowed $500 stipend and travel reimbursements; will remind Willis and Magnolia West principals about teachers |
|  | Planning | D | Group | Set meeting dates: 12/3/12, 1/14/13, 2/4/13, 3/4/13, 4/8/13, 5/6/13; scheduled AVATAR presentations at P-16 council for 1/17/13 and 1/24/13 |
|  | Next steps | W | Group | Invite teachers from high schools to bring activities and textbooks; focus on purpose of writing, lexicon, concept of summary, and concept of revision |

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** |
| Remind high school principals to select teachers for AVATAR membership | Joe Martin, Lisa Morales | 12/3/12 |
| Re-invite English teacher(s) from Huntsville, Willis, and Magnolia West High Schools | Joe Martin | 12/3/12 |
| Bring activities used to teach audience, purpose, content in written compositions; bring textbooks used | Teachers, Lone Star professors, SHSU professors | 12/3/12 |
| Schedule P-16 council meeting for January 17 (superintendents and AVATAR partners) | Kay Angrove | ASAP |
| Schedule P-16 council meeting for January 24 (teachers and AVATAR partners) | Kay Angrove | ASAP |
|  |  |  |
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| **Notes** | | |
| Next meeting is Monday, December 3, 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 |
| Ava Veselis | Associate Professor - English | Lone Star College - Tomball |
| Jeff Norem | Professor - English | Lone Star College - Tomball |
| Lisa Morales | Dean of Academic Initiatives and Partnerships | Lone Star College - Tomball |
| Jamie Posey | Director of P-16 and College Readiness | Lone Star College System |
| Joe Martin | Educator Certification Coordinator | Region 6 ESC |