

**AVATAR Partnership Region:** \_\_\_\_\_\_ESC 5\_\_\_\_\_\_\_\_

**Meeting/Session Documentation Form**

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

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| **Meeting:** | Vertical Alignment Team Meeting 3 | | | | |
| **Meeting Purpose:** | Decision Making for Vertical Alignment Team Update | | | | |
| **Date:** | April 30, 2015 | **Start Time:** | 1:30pm | **End Time:** | 2:00pm |
| **Meeting Coordinator/ Facilitator:** | Maris Peno | **Location:** | | Web-Based – Used Go to Webinar | |
| **Meeting Recorder:** | Go to Webinar Software | **Meeting Timekeeper:** | | Go to Webinar Software | |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 1:30-2:00 | AVATAR PowerPoint | P | Maris Peno | Updates and decision making for the VAT |
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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** |
| Participants will vote for their choice presented in the presentation | Attendees | May 7, 2015 |
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| **Notes** | | |
| Web-based update  Decisions need to be made about the method for course completion for CPC. The team was divided between a college developed course and the TSI. | | |

**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| See separate sign in sheet |  |  |
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