

**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 2 | | | | |
| **Meeting Purpose:** | Review objectives for project and regional data | | | | |
| **Date:** | February 26, 2015 | **Start Time:** | 1:30pm | **End Time:** | 3:30pm |
| **Meeting Coordinator/ Facilitator:** | Maris Peno | **Location:** | | Region 5 Education Service Center- Beaumont, TX | |
| **Meeting Recorder:** | Maris Peno | **Meeting Timekeeper:** | | Maris Peno | |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 1:30-2:30 | AVATAR Data PowerPoint | P | Maris Peno | Introduce the AVATAR Process and the CPC Project |
| 2:30-2:45 | Break |  |  |  |
| 2:45-3:30 | Group Discussion on Current Practices and Q&A | F, D | Maris Peno | District and College participants share their current practices and troubleshoot |

**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** |
| Communicate your schedule to the facilitator | Attendees | March 5, 2015 |
| Facilitator will schedule individual subject team meetings | Maris Peno | March 2015-April 2015 |
| Subject Teams will research current practices for college prep courses and bring information to first subject CPC meeting | Attendees | April 7, 2015 |
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| **Notes** | | |
| Peno presented PowerPoint for second meeting.  No participants from the first AVATAR Meeting attended. Therefore, we started over with new participants.  Facilitator created a voice over powerpoint to send to new participants so they would understand the purpose for the projects. | | |

**Meeting Participant List**

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