

**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 1 | | | | |
| **Meeting Purpose:** | Introduction to the AVATAR process and CPC project | | | | |
| **Date:** | January 22, 2015 | **Start Time:** | 9:00 am | **End Time:** | 11:00 am |
| **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** |
| 9:00-10:00 | AVATAR Process PowerPoint | P | Maris Peno | Introduce the AVATAR Process and the CPC Project |
| 10:00-10:15 | Break |  |  |  |
| 10:15-11:00 | Group Discussion on Current Practices and Q&A | F, D | Maris Peno | District and College participants will decided if they would like to join our VAT. |

**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** |
| Reply to Faciliator on status of district/college participation | Attendees | Feb 25, 2015 |
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| **Notes** | | |
| Peno presented PowerPoint for first meeting.  4 attendees from various districts/colleges- Lots of questions about CPC and the need to have them implemented in a district | | |

**Meeting Participant List**

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