**TEAM: Instruction**

**PRESENT: Natalie Gehrig, Jacob Roth-Ritchie, Lyn Paolino, Karla Luhtjarv, Laurie Haynes, Phil Swasey, Hazel So**

**MEMBER TAKING MINUTES: Natalie Gehrig**

**DATE: 10/23/13**

**START TIME:2:35**

**END TIME:3:33**

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| **Item** | **Discussion** | **Conclusion** | **Actions Items/Member Responsible** |
| **Evidence Storage Box** | Evidence will be stored in the box by indicator | After you go through the evidence organize it in the storage box | Members will sort through evidence received |
| **Sort Evidence** | We will look at the evidence that we received since last meeting | Figure out if the evidence is an example of the requested indicator  Write the indicator components that you see on a sticky note | Place sifted evidence in the box |
| **Goals/Agenda items for the next meetings** | Next meeting we will continue to sift through evinced received | Goal: Finish the sifting of our gathered evidence at the next meeting  Send out more forms for especially indicator 5, and 4 |  |