**TEAM: Instruction**

**PRESENT: Natalie Gehrig, Jacob Roth-Ritchie, Lyn Paolino, Karla Luhtjarv, Phil Swazey**

**MEMBER TAKING MINUTES: Natalie Gehrig**

**DATE: 10/9/13**

**START TIME:2:35**

**END TIME:3:33**

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| **Item** | **Discussion** | **Conclusion** | **Actions Items/Member Responsible** |
| **Evidence Collection Forms** | Each team member will select an indicator to fill out evidence forms | What we do not finish during today’s meeting will be homework due by the next meeting |  |
| **Goals/Agenda items for the next meetings** |  | Next meeting- Oct 23: Fill out more forms on the indicators we missed  Nov. 13: Analyze the evidence that we received  Dec 11: we should have a lot of evidence collection so then we should be starting to analyze our evidence  Jan 8: analyze evidence  Jan 29: write reports  Feb. 12: write reports  March 13: write reports  April 9: Revise reports |  |