**TEAM: Instruction**

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

**MEMBER TAKING MINUTES: Natalie Gehrig**

**DATE: 2/12/14**

**START TIME:2:30**

**END TIME:3:35**

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| **Item** | **Discussion** | **Conclusion** | **Actions Items/Member Responsible** |
| **Indicator Updates** | The group brought back sorted evidence since last meeting  Core values report was approved  Our evidence request for indicator 4 was sent out today and is due in March | Start requesting evidence for Indicator 1. |  |
| **Sort Evidence** | Today we sort the evidence that we have filed- pick out the best examples to mention in our report. \*Starting with **indicator 2**  Next meeting we will begin writing our report  Create drafts of each indicator in groups of 2- Each group will take an indicator to draft a report using **GOOGLE DOCS** | Flag the quality evidence to use as exemplars  3-4 pieces should be used for each indicator exemplar  We finished sorting indicator 2A  We are half way though sorting 2B |  |
| **Goals/Agenda items for the next meetings** |  | Finish finding the exemplars for our report  Begin writing report next meeting |  |