**TEAM: Instruction**

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

**MEMBER TAKING MINUTES: Natalie Gehrig**

**DATE: 3/26/14**

**START TIME:2:35**

**END TIME:3:35**

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| **Item** | **Discussion** | **Conclusion** | **Actions Items/Member Responsible** |
| **Updates- Beginning writing** | Lyn and Natalie started writing an outline and rough draft in Google Drive based on our evidence for each indicator. We got through indicator 2a.  Jacob has a program to use when we begin writing called *Scrivener.*  In our writing each indicator should be addressed with specific examples of how it is met.  Writing needs to be consistent.  Should we write the bullet in each indicator to make it easier to reference? | After we collect all of our data we should label our evidence like an appendix to reference in the writing. |  |
| **Writing Outline** |  | Lyn went through what was outlined so far in Google Drive. The group added their input and continued to create the outline for indicator 2.  We will continue to write our “sloppy copy” in Google Drive and Jacob will transfer the writing into *Scrivener* to edit and wordsmith |  |
| **Goals/Agenda items for the next meetings** | Next meeting we will continue to work on our outline in Google Drive to finish each indicator. | Lyn and Natalie will work during Thursdays PREP to continue working on our outline. We are going to try to get through indicator 2b to bring back to the group.  Jacob will take the outline and edit/wordsmith  Karla will proofread Jacob’s editing |  |