**TEAM: Instruction**

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

**MEMBER TAKING MINUTES: Natalie Gehrig**

**DATE: 5/14/14**

**START TIME:2:30**

**END TIME:3:30**

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| **Item** | **Discussion** | **Conclusion** | **Actions Items/Member Responsible** |
| **Updates-** | Lyn, Natalie, and Jacob have been using PREP days to work on outlining and drafting.  Jacob is going to continue working on the writing piece, indicator 2  3 and 4 are ready for Jacob to start writing.  5 needs to be outlined.  We need to look at the Endicott survey and begin plugging in the date | We put in the Endicott Survey Data in draft form. |  |
| **Goals/Agenda items for the next meetings** | We will continue to finish the drafting indicator 4 and 5 | Jacob will continue to write |  |