**Meeting Agenda**

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| **Meeting Date:** 17 September 2014 | **Meeting Time:** 8:25-10:05 am |
| **Members Present:** | **Members Absent:**  |
| **AGENDA*****What*** we will accomplish | **TIME** | **DECISIONS/ACTION ITEMS/NOTES**, | **NEXT STEPS*****Who*** will do ***what***, and ***when*** |
| 1. Review work done in the summer and throughout the past year (who worked on what, what was accomplished,etc,) |  |  |  |
| 2. Review the location of resources (ensure that all are centralized and everyone can locate) AND common policies and information (grading, scoring homework, late homework, test corrections, etc.)Note where resources are located and complete the grading policy information on the Google form at <http://cppcurriculum.weebly.com>. |  |  |  |
| 4. Determine pacing of units/curriculum. Agree on a common ending point for the next chunk of time (e.g. by the end of the MP/Oct./etc), we will administer the summative assessment for unit… |  |  |  |
| 5. Review MYP Changes/Curricular changes. What are new criteria? Do our old MYP tasks still fit? What units need MYP assessments (formative or summative)? If you are not an MYP course, review assessments to ensure that common assessments are meeting course standards and goals. |  |  |  |
| 6. Unit planner work |  |  |  |
| **Send completed Notes to your Department Chair. Make sure it is saved as the course title)** |  |  |  |

 **[Group Name /Meeting Title]**

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| **Suggested Future Agenda Items:** | **Date/Time of Next Meeting:**  |