**Meeting Agenda**

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| **Meeting Date:** October 8, 2014 (Hawk Day) | **Meeting Time:** 8:00AM-10:05AM |
| **Members Present:** | **Members Absent:**  |
| **AGENDA*****What*** we will accomplish | **TIME** | **DECISIONS/ACTION ITEMS/NOTES**, | **NEXT STEPS*****Who*** will do ***what***, and ***when*** |
| Pacing double check:Did you hit any bumps/hiccups since your 17 September check in?Does anything need to be reevaluated? Are you still on-track to complete the first 3 units by MP’s end?How about labs? |  |  |  |
| Upcoming standardization for November’s Hawk Day: decide which summative assessment (which has been given, or will be given by that point) is appropriate for standardization.  |  | **Note: standardization is NOT equal to common grading. All assessments will need to be graded first. Each teacher will copy one high, two medium, and one low scoring paper. You will come with your final scores and copied papers. Original papers should be returned to students as is typical within your classroom.** |  |
| Review MYP changes: What are the new criteria? Do your old MYP tasks still fit? What units need MYP assessments (formative or summative)?  |  |  |  |
| Unit planner work\*the unit plan “plays” much better with Chrome than with Explorer |  |  |  |
| **Send completed notes to your Department Chair. The document should be saved as your course title.** |  |  |  |

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