

Marlott/Sheely

Meeting Notes

August 23, 2010

Meeting Date: August 23, 2010

Meeting Time/Duration: 6:00am-12:00pm—6 hours

Who was present: Marlott and Sheely

What was discussed: Today we went over the calendar for first and second quarter to plan out our first two PBLs (Museum Exhibit and Judging History). We coordinated our calendars to make sure we could reserve the library, have the dates for the presentations, and fit in all the other school "stuff" (like Interim tests) into the calendar.

Problems and Solutions: We had to discuss and decide which elements of the project would be graded for individuals and for the groups. Individual grades: artifact, abstracts, presentation, peer evaluations, debrief. Group grades: bibliography, meeting notes, content (poster board).

We divided up the tasks that each of us would be responsible for: Marlott-Content, Abstracts, Presentation. Sheely-Bibliography, Meeting notes, Peer Evaluation and Debrief.

We also had to determine who would reserve the Library and the Lecture Hall for the research and presentations in December. After checking out our calendar, Sheely sent an email to the librarian with a list of dates we would want for the semester. Sheely also got the facility forms that would need to be filled out to reserve the Lecture Hall.

Technology Used: PC running Windows XP, Xerox Phaser printer, Interact email, Microsoft Word and Excel (07 versions).

We decided to meet on August 24, 2010 at 6:00 to discuss Second Semester.

