Topic	Teacher	Urgency 1-10	Details	Date of Meeting	Issue Resolved?	Follow Up
Example	Wandel	1	Showing What To Put in Each Field	Week of 9/20	Yes	Check with Everyone at the Next Meeting
A contact list like the eighth grade is creating	Naber	5	It might be helpful to see if other teachers are having the same issues with a student and who is contacting who	???		
MEAP schedule	Wood	1	Arranging schedule by class periods	ASAP		