

Team Meeting Agenda

Date		Time		Location	
Meeting Leader				Participants	
Meeting Purpose				Pework	
Agenda Items				Presenter	Time allotted
Prayer and Value Review				Leader or Other	5 Min
Agenda Review				Leader	2 Min
<i>Topic</i>				<i>Presenter</i>	<i>Time</i>
<i>Topic</i>				<i>Presenter</i>	<i>Time</i>
<i>Topic</i>				<i>Presenter</i>	<i>Time</i>
<i>Topic</i>				<i>Presenter</i>	<i>Time</i>
Plus/Delta Review				Presenter	3 Min
Closing Prayer				Leader	2 Min

Minutes

Decisions Made			
New Issues Raised			
Action Items	Responsible	Due Date	
<i>Action Item</i>	<i>Who</i>	<i>Date</i>	
<i>Action Item</i>	<i>Who</i>	<i>Date</i>	
<i>Action Item</i>	<i>Who</i>	<i>Date</i>	
<i>Action Item</i>	<i>Who</i>	<i>Date</i>	
<i>Action Item</i>	<i>Who</i>	<i>Date</i>	
Plus Delta for Meeting Process			Plus or Delta?
<i>Observation</i>			<i>Plus or Delta</i>
<i>Observation</i>			<i>Plus or Delta</i>
<i>Observation</i>			<i>Plus or Delta</i>
<i>Observation</i>			<i>Plus or Delta</i>
Minutes Prepared by:			

Agenda Template Instructions

Before the Meeting

1. Identify what needs to be accomplished and by whom.
2. Identify agenda topics, assign roles, and set time limits; create the agenda using this template.
3. Compile and send out background information (pre-work) including routine reports along with the agenda. Assume everyone has read the information.

Agenda Template Instructions

1. **Date/Time:**
2. **Meeting Leader:**
 - Establishes rules and guidelines (with the support of the group members).
 - Pushes for accountability. Tables items not pertinent to the discussion at hand.
 - Summarizes key decisions and actions.
3. **Participants:**
 - Complete any necessary preparation to contribute to the meeting (Prewrite).
 - Arrive on time.
 - Keep an open mind and share useful ideas. Support the ground rules.
4. **Meeting Purpose:** goal for this specific meeting.
5. **Recorder** captures the ideas of the group without editing, ensures accurate information is recorded, and publishes minutes.
6. **Prewrite:** details the information/tasks participants must complete before the meeting and other items participants will need to have available.
7. **Prayer and Value Review:** research shows that connecting a meeting to the greater mission of the organization improves meeting outcomes. We recommend one of the following:
 - Lectio Divina with a scripture appropriate to the meeting
 - Discuss one Vision Point for a [Beacons of Light Principle](#).
 - Discuss one component of your Family of Parishes Mission, Vision, or Values
8. **Agenda Review** – briefly review the agenda and note any additions or subtractions.
9. **Plus/Delta Review:** to close the meeting, the leader asks the group what specifically they felt worked well (Plus) and what one thing they would have changed to improve the session (Delta).

During the Meeting

1. Begin and end the meeting on time.
2. Start with Prayer/Value Review, described above
3. Briefly review the agenda and minutes of the prior meeting.
4. Spend the most time on topics of greatest impact.
5. Keep official minutes of the proceedings (Recorder).
6. Review decisions made, actions decided upon, and accountabilities assigned.
7. Ask for meeting feedback using Plus Delta Review described above.

After the Meeting

1. Take individual and collective action on delegated responsibilities.
2. Follow up by leaders via normal course of business.