

**Team Agenda-Building Form – Yellowstone Presbytery**

**Team Name:**

**Date / Place of Meeting:**

**I. Logistics:**

Room Reservations Made: yes no dna  
Expense Vouchers printed off Presbytery website: yes no dna  
Everyone notified: yes no dna How: \_\_\_\_\_.  
Past minutes distributed: yes no dna  
All Members have received a copy of the YP mission statements this year:  
And these will be reviewed at this meeting: yes no  
Checked Team's budget status and projected expenses: yes no

**II. The Three Goals of this Team for the Year 2007 are:**

Priority / Key Result Area 1:

Priority / Key Result Area 2:

Priority / Key Result Area 3:

**III. Building the Agenda:                      **Information / Input / Action****

- a. Items arising from our Team:
- b. Items assigned from Leadership Cabinet:
- c. Items assigned from Presbytery Meeting / Other Teams:
- d. Ideas from Other Sources -- What Might God be Leading us to do?  
(from Prayerful reflection, discussion with others and Bible Study):

**IV. Past Actions of this Team:                      **Person Following Up:****

**V. Prioritize the Above. Work on / Assign Appropriate Devotion.**

**VI. After the Meeting:**

**c. Decisions we made:**

**d. Who needs to know:      And How we will communicate:**

**e. Are there other teams, ministries, services in the community we should collaborate with?**

**f. Who is Following Up?      And By When?**

**g. Items carried over to next meeting:**

**e. Where we could use advice / help / resourcing:**