



Quick Form for ... TEAM MINUTES

Use this handy form to record and submit updates from your team to Council, group coordinators, and others. This will help all of us work together and know what is going on across the congregation. You are welcome to create longer minutes for internal use/confidentiality ... this info is what will be shared with leadership and congregation members.

Within 48 hours of your meeting, please complete this form and email to minutes@StStephenLC.org.

For clarity, save each new report with your team's name and meeting date as the file name (*i.e. Help Team Minutes 2022 0301*) before submitting.

TEAM NAME				
MEETING DATE		Start Time		End Time
MEMBERS PRESENT				
SUMMARY OF WORK DONE/ DECISIONS MADE <i>(write as if someone unfamiliar with the team is reading this)</i>				
UPCOMING ACTIVITIES BEING PLANNED				
ANY REQUESTS TO COUNCIL?				
CONTACT PERSON WITH QUESTIONS	Name:			
	Phone:			
	Email:			