

1. **Identify the subject and main verb.** The subject is "The committee" and the main verb is "has agreed".

2. **Identify the object and any modifiers.** The object is "a new policy" and the modifier is "to improve efficiency".

3. **Identify the adverb and its placement.** The adverb is "yesterday" and it is placed at the beginning of the sentence.

4. **Identify the prepositional phrase and its function.** The prepositional phrase is "at the meeting" and it functions as an adverbial phrase.

5. **Identify the conjunction and its function.** The conjunction is "and" and it functions as a coordinating conjunction.

6. **Identify the subordinate clause and its function.** The subordinate clause is "because it was necessary" and it functions as an adverbial clause.

7. **Identify the main clause and its function.** The main clause is "The committee has agreed to a new policy" and it functions as the main part of the sentence.

8. **Identify the infinitive phrase and its function.** The infinitive phrase is "to improve efficiency" and it functions as an adverbial phrase.

9. **Identify the appositive phrase and its function.** The appositive phrase is "a group of experts" and it functions as an appositive.

10. **Identify the participial phrase and its function.** The participial phrase is "meeting regularly" and it functions as an adverbial phrase.

11. **Identify the gerund phrase and its function.** The gerund phrase is "improving efficiency" and it functions as a noun.

12. **Identify the relative clause and its function.** The relative clause is "which was necessary" and it functions as an adjective.

13. **Identify the independent clause and its function.** The independent clause is "The committee has agreed to a new policy" and it functions as the main part of the sentence.

14. **Identify the dependent clause and its function.** The dependent clause is "because it was necessary" and it functions as an adverbial clause.

15. **Identify the infinitive phrase and its function.** The infinitive phrase is "to improve efficiency" and it functions as an adverbial phrase.

16. **Identify the appositive phrase and its function.** The appositive phrase is "a group of experts" and it functions as an appositive.

17. **Identify the participial phrase and its function.** The participial phrase is "meeting regularly" and it functions as an adverbial phrase.

18. **Identify the gerund phrase and its function.** The gerund phrase is "improving efficiency" and it functions as a noun.

19. **Identify the relative clause and its function.** The relative clause is "which was necessary" and it functions as an adjective.

20. **Identify the independent clause and its function.** The independent clause is "The committee has agreed to a new policy" and it functions as the main part of the sentence.

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