

Family Meeting Agenda

Once a week, about twenty minutes. One person talks at a time, and every task leaves with a name.

Date	Who's here	Leads today	Takes notes

1. Start with thanks

Each person names one thing someone did this week that helped.

2. Last time's tasks

Task	Who	Done	Not yet
		☐	☐
		☐	☐
		☐	☐

3. Today's topics

Topic	Raised by	What we decided

4. Who does what before next time

Task	Who	By when

5. Before we go

Next meeting	Something fun this week



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