

# 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                  |
|------|-----|--------------------------|--------------------------|
|      |     | <input type="checkbox"/> | <input type="checkbox"/> |
|      |     | <input type="checkbox"/> | <input type="checkbox"/> |
|      |     | <input type="checkbox"/> | <input type="checkbox"/> |

## 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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