



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
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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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