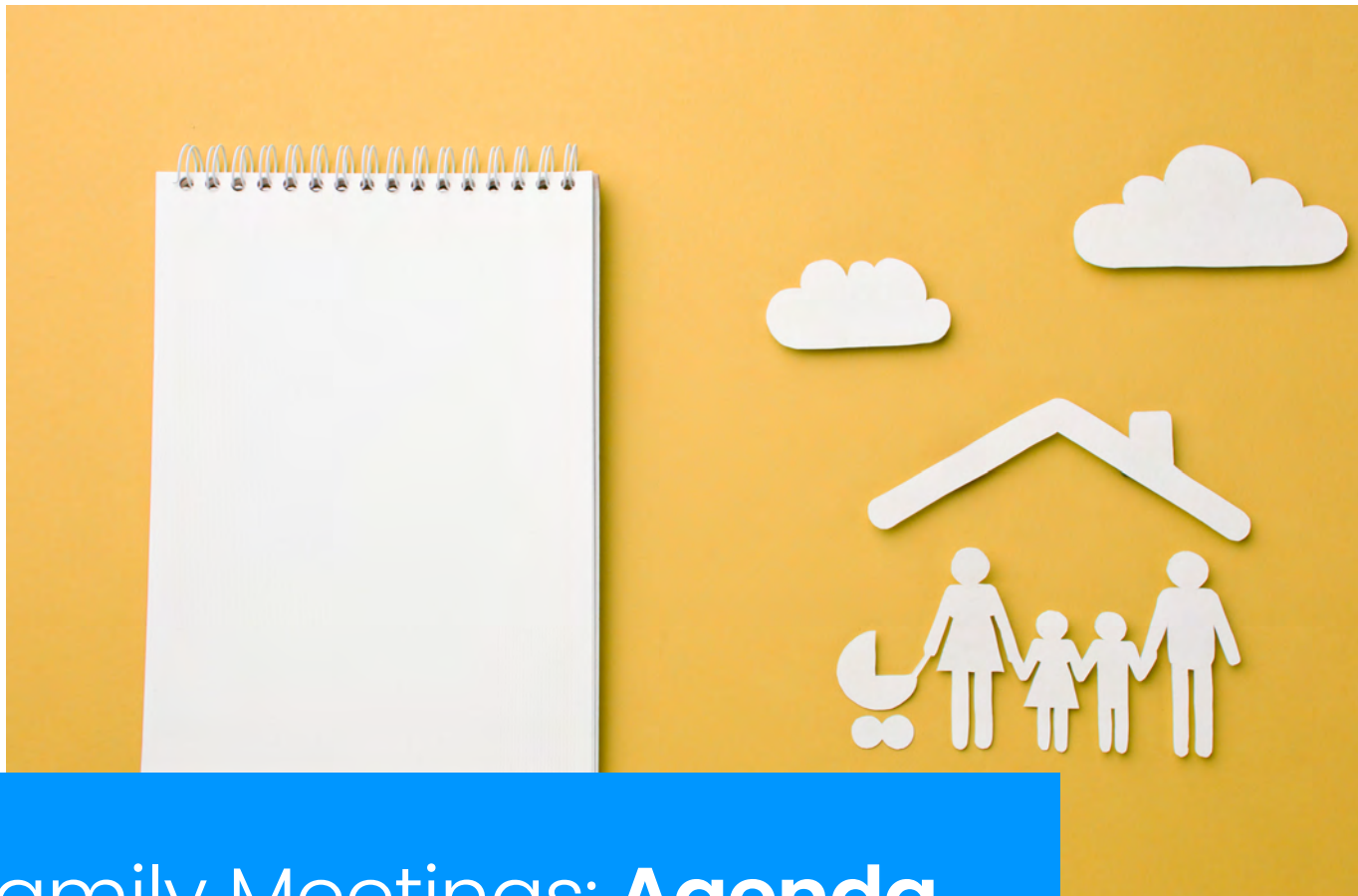




Family Meetings: **Agenda**

Family Meeting Sample Agenda

Here is a sample family meeting agenda. Solicit ideas from your family members for topics and share the agenda with everyone before the meeting, if possible. Consider keeping your meeting to 10-15 minutes; if you all wish to continue it further then you can always add more time, or count the “fun” activity separately.



Greeting / Introduction

Everyone should be greeted by name with warmth and eye contact



Check-In

Every person has the opportunity to say how he/she is feeling, or share a high point/low point of the week, etc.



Review of rules

Review ground rules for the meeting, review family rules



Topics for Discussion

Whatever is on the agenda that family members wanted to talk about



Updates

Go over any updates on outstanding items from the previous meeting, share important news such as changes to routines or schedules, upcoming events, etc.



Roundtable

Final opportunity for each person to share in round-robin fashion; this could be: "Shout-outs," expressions of gratitude, "My goal for the upcoming week," "funny story," etc.



Something Fun!

Close out with a fun activity- quick game of charades, 20 questions, etc.



Every family is different. Your meeting should reflect your personality and culture and meet your unique needs. Be sure to solicit input from everyone and allow opportunities for everyone to make choices. Get creative, and have fun with it!