

FAMILY MEETINGS

Schedule weekly at same time and day of week

Keep notebook for meeting notes and agendas

Limit time to 30 minutes start and end on time

No interrupting – one speaks at a time

Rotating facilitator (children too if old enough)

Rotating note taker (children too if old enough)

1. Start with quick intro – one word for how you are feeling right now
2. Facilitator asks for agenda items or uses items noted during the week
3. Stick to agenda and time
4. Notetaker lists date and time of meeting and writes down any decisions, agreements, actions and agenda items to be held over for the next week
5. Finish with Next Steps if there are any actions to be completed
6. List agreements made
7. Hold leftover agenda items to next week
8. Finish by saying thank you
9. Perhaps end with a treat

