

Family Business Meeting Agenda

Facilitator (helps members stick to the agenda and transitions between topics): _____

Timekeeper (gives 5 min, 2 min, 30 secs warning): _____

Recorder (the person who completes this form): _____

Topic/ Presenter/ Time Keeper	Outcome	Process	Time
Think of pressing issues in your family and business.	Decisions and actions as a result of exploring the topic.	How you will get to decisions and actions.	Do not exceed the time per topic unless you vote and adjust the other topics.

Topic/ Presenter/ Time Keeper	Outcome	Process	Time

Example:

Topic/Presenter	Outcome	Process	Time
Chores not completed/ Sabya	Asses the problems & develop rewards systems	Discussion	10 min.
Multi-family unit for sale/ Daphne	Tour unit (prior to meeting), share property analysis, vote on purchase	Presentation, discussion and vote	25 min.
New training events/ Daphne	Assign roles and responsibilities	Discussion and assign roles	25 min.
Sibling rivalry/ Daphne	Develop a communication plan	Video presentation and discussion	15 min.
Resume senior meals delivery/Sabya	Survey neighborhood for seniors citizens in need	Discussion and assign roles and responsibilities	15 min.

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