

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 <u>and</u> 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 |
|--|----------------|----------------|-------------|
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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. |