



Family Meeting Agenda Template

A SIMPLE STRUCTURE FOR PRODUCTIVE FAMILY CONVERSATIONS

Meeting Date: _____ Location: _____ Facilitator: _____

Suggested 45-60 Minute Agenda

Time	Agenda Item
5 min	Welcome & purpose
10 min	Celebrate progress and family milestones
10 min	Review reunion feedback or current plans
15 min	Discuss one or two future family priorities
10 min	Decisions, volunteers, and next steps
5 min	Closing and next meeting

Possible Discussion Topics

- Future reunion timing/location
- Family traditions
- Youth and education
- Family history preservation
- Family communication
- Family projects
- Emergency/support planning
- Legacy goals

Decisions & Next Steps

Decision / Action	Owner	Due Date

Decision / Action	Owner	Due Date

Keep the agenda focused. A reunion is primarily a time to reconnect; difficult or sensitive family matters may require a different setting and more preparation.