

Family Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location - e.g., Living Room, Kitchen Table]

1. Welcome and Opening Remarks (5 minutes)

Purpose: Set the tone for the meeting and explain why it's important to have this discussion.

Speaker: [Parent Name]

Action: Briefly outline the key topics that will be covered and the goals for the meeting.

2. Review of Weekly Schedule (10 minutes)

Purpose: Go over the upcoming week's schedule to ensure everyone is on the same page.

Action:

- Review school, work, sports, and extracurricular activity schedules.
- Identify any potential conflicts or overlapping commitments.
- Discuss how to manage transportation, drop-offs, and pick-ups.

3. Delegation of Household Responsibilities (10 minutes)

Purpose: Assign and delegate household chores and responsibilities to ensure a smooth week.

Action:

- Discuss each family member's responsibilities for the week (e.g., chores, meal prep, homework support).
- Agree on who will take care of specific tasks and set deadlines.
- Address any concerns or requests for help with tasks.

4. Setting Boundaries Between Work and Family Time (10 minutes)

Purpose: Discuss the importance of separating work and family time to ensure quality time together.

Action:

- Establish clear times for work, school, and family activities.
- Discuss the importance of unplugging from devices during family time.
- Set expectations for when and how family members can request time to focus on work or schoolwork.

5. Planning for Family Time and Self-Care (10 minutes)

Purpose: Plan activities that the family can do together and ensure everyone has time for self-care.

Action:

- Discuss ideas for family activities (e.g., game night, movie night, outdoor activities).
- Schedule specific times for these activities in the weekly calendar.
- Encourage each family member to identify one self-care activity they will prioritize during the week.

6. Open Discussion (10 minutes)

Purpose: Provide a space for family members to voice any concerns, suggestions, or ideas.

Action:

- Allow each family member to share anything that's on their mind.
- Discuss any unresolved issues or concerns.
- Brainstorm solutions as a family.

7. Recap and Action Items (5 minutes)

Purpose: Summarize the key points discussed and ensure everyone is clear on their

responsibilities.

Action:

- Review the agreed-upon schedule, tasks, and family time activities.
- Confirm each family member's commitments for the week.
- Set a date and time for the next family meeting.

8. Closing Remarks (2 minutes)

Purpose: End the meeting on a positive note and encourage ongoing communication.

Speaker: [Parent Name]

Action:

- Thank everyone for their participation.
- Remind the family of the importance of working together as a team.
- Encourage everyone to speak up if they need help or support during the week.

Meeting Adjourned

Next Family Meeting: [Insert Date and Time]