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# SAMPLE FAMILY MEETING AGENDA

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Location: Home  
Date: January 24, 2021  
Time: 8:00pm

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## TOPICS TO BE DISCUSSED:

### I. PARENT UPDATES

- a. Mom: Change to work schedule for this week
- b. Dad: Car in the shop for the week, how this will affect the family schedule and needs

### II. CHILD UPDATES

- a. Joanie: starting softball this week
- b. Jack: big school project due on Friday

### III. OTHER FAMILY MEMBER UPDATES

- a. Grandma and Grandpa arrive on Thursday for one-week visit

### IV. PET UPDATES

- a. Teddy (dog) has annual check-up on Wednesday
- b. Francis (cat) needs more litter

### V. FAMILY CALENDAR

- a. Update Mom's work schedule and Joanie's softball practices
- b. Make sure Teddy's appointment is on the calendar
- c. Schedule use of Mom's car while Dad's is in the shop

### VI. HOUSEHOLD NEEDS

- a. Windows need cleaning (inside and out)
- b. Garbage disposal is broken
- c. Lawn needs to be mowed
- d. Clean expired foods out of refrigerator and pantry

# Sample Meeting Agenda For Family Business

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