| **SAMPLE FAMILY MEETING AGENDA** |
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| Location: | Home |
| Date: | January 24, 2021 |
| Time: | 8:00pm |

# TOPICS TO BE DISCUSSED:

## PARENT UPDATES

### Mom: Change to work schedule for this week

### Dad: Car in the shop for the week, how this will affect the family schedule and needs

## CHILD UPDATES

### Joanie: starting softball this week

### Jack: big school project due on Friday

## OTHER FAMILY MEMBER UPDATES

### Grandma and Grandpa arrive on Thursday for one-week visit

## PET UPDATES

### Teddy (dog) has annual check-up on Wednesday

### Francis (cat) needs more litter

## FAMILY CALENDAR

### Update Mom’s work schedule and Joanie’s softball practices

### Make sure Teddy’s appointment is on the calendar

### Schedule use of Mom’s car while Dad’s is in the shop

## HOUSEHOLD NEEDS

### Windows need cleaning (inside and out)

### Garbage disposal is broken

### Lawn needs to be mowed

### Clean expired foods out of refrigerator and pantry

## MEAL PREP

### Monday-Friday meals (remember grandparents here starting Thursday)

### Will eat out with grandparents Saturday & Sunday

### Build grocery list based on meal prep

### Dad to grocery shop one day while Joanie is at softball

## OTHER TOPICS FOR DISCUSSION

### Reminder that Jack’s practice Academic Decathlon is in one month