



## Holding a Family Meeting

For your activity this week, we would like you to have a family meeting. We hope this is a tradition that you will continue on a weekly basis in your family.

Here are the steps for holding your first family meeting.

1. Set aside a 30-minute time when all family members can attend the meeting.
2. Post an agenda item list several days in advance in a place where all family members can add any problems they want to discuss (e.g., on the refrigerator).
3. Decide what roles you want to have for running the meeting and assign family members these roles for the week (e.g., note taker, time tracker, agenda keeper, fun activity planner).

Follow this structure for the family meeting and keep the same structure for each meeting.

1. **Compliments:** Each family member should give some type of compliment to all the other family members. This can include a thank you to a family member for doing chores/something nice they did etc. It also can include congratulations for an accomplishment, or a general statement of appreciation.
2. **Problem Solving:** The family decides to work on solving one problem that was put on the agenda for that week. Family members first engage in brainstorming, with all members contributing possible solutions (no matter how wacky). After brainstorming, the family picks a realistic solution and agrees to try it for one week. After the first meeting, this part of the meeting can also include reviewing a solution to a problem that had been selected in a prior meeting.
3. **Calendar check in.** Briefly check in about upcoming important events for family members in the upcoming week so everyone knows about events that are coming up.
4. **Family fun activity:** Family members either agree to do a fun activity as a family after the meeting ends or work together to put a fun family activity on the calendar for the upcoming week.

The next page has an example notes page for your family meeting.



**Meeting Date:**

**Roles for the meeting:**

**Compliments:**

**Update on agenda items from prior weeks (how are solutions working):**

**Problem discussed and solution:**

**Upcoming important events:**

**Family fun activity:**