

Tips for Running Your Family Meeting

Guidelines for Good Communications

- **Be courtesy at all times.** Disagreements are allowed but always be respectful.
- **Come prepared.** Please review the agenda before the meeting and be prepared to participate in our discussions.
- **Focus on the topic at hand.** We have a set agenda and will be discussion each of the item, so please don't jump ahead. Sometimes topics come up that aren't related to the purpose of the meeting, these can be documents in a "parking lot" and followed up at future meetings.
- Say what you mean and mean what you say.
- **One person talks at a time.** Give each person time to finish what they are saying and wait until they are done to share your opinions. This way each person has a chance to share their thoughts and be heard by everyone.
- **Document responsibilities.** If during your meeting you assign people tasks, be sure to record who is responsible, a description of the task, when it needs to be completed, any follow up that might be necessary and what happens if the task is not completed.
- **Record notes on a flip chart or white board.** This will help us keep track of our ideas, deadlines, and assignments.
- **Designate a note-taker who will record the minutes of the meeting.** These minutes will be shared with everyone after the meeting.

Taking Good Meeting Minutes

When taking minutes for the meeting, jot down the main talking points. You don't necessarily need to write down everything word for word. However if you do want to keep track of every word, you might consider recording the meeting and then transcribe the recording. This level of work might not be necessary, but again it depends on you and your family and what makes most sense to you all.

Follow the agenda and keep track of the discussion for each of the topics.

Be sure to identify who says what in the notes.

Don't forget to document any decisions or assignments along with all the necessary details (descriptions of the task, due date, who will do what).

Depending on the note taker, you might want to use a computer or handwrite the notes and type them up later.

Record any topics that were put in the "parking lot" and any follow up items for future meetings/discussions as well as plans for the next meeting (even if it is just a time of year).

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