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Family meeting agenda

One person sends this ahead so everyone can add items. Tick topics as you cover them and write the decisions beside them.

DATE

TIME (START AND END)

PLACE OR CALL LINK

FACILITATOR / NOTE-TAKER

WHO IS INVITED AND WHO ATTENDED

☐	1. Update on the care needs	Latest medical news, what changed since the last meeting
☐	2. What our parent wants	Their wishes and needs. Include their view, or collect it beforehand
☐	3. Daily care	Living arrangement, visits, who helps with what
☐	4. Money	Costs, who pays what, outside help, time off work
☐	5. Decisions	Who decides what, and how. Documents that need attention
☐	6. Support for the main caregiver	Breaks, backup, respite
☐	7. Looking ahead	How needs may change and what we will do then

DECISIONS MADE

QUESTIONS TO LOOK INTO BEFORE NEXT TIME

Ground rules. Everyone speaks and is heard before we look for solutions. Use “I” statements. Keep to the care, not old family history. The aim is teamwork, not a perfectly even split.

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Who does what

Match tasks to what each person can do well and how close they live. Review this at the next meeting and change it if it is not working.

TASK	WHO	HOW OFTEN	START DATE

HELP FROM FAR AWAY (RESEARCH, PAPERWORK, BILLS, CALLS)

HELP FROM NEARBY (VISITS, MEALS, RIDES, ERRANDS)

WHO WILL UPDATE THE PEOPLE WHO WERE NOT AT THE MEETING, AND HOW

NEXT MEETING DATE

NOTES SENT TO EVERYONE BY

Try a trial period. Agree to a new arrangement for four to six weeks, then review it. People find it easier to say yes to a trial.

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