

SAMPLE AGENDA FOR A VIRTUAL FAMILY MEETING

Organizing virtual family meetings is its own challenge. Use this agenda to help engage and involve family members for a more productive discussion..

- Start the family meeting on a personal note with a group check-in.
 - Ask what others are doing to stay connected to their friends.
 - Have each person share tips about what has helped to improve their mood.
 - If someone expresses a need for extra support, thank them for sharing, and make sure to address that need again later in the Action Plan (see below).

- Select an individual to summarize current events, including relevant financial news.
 - What has changed in the last few days?
 - What are the news highlights everyone should know?

- Have several family members share what they have recently learned.
 - What new skills are they developing?
 - What books are they reading?
 - What is something you have learned through e-learning?
 - Invite the rest of the family to share in these pursuits.

- Break for group exercise.
 - Have someone lead stretches, or consider joining a livestream of a yoga session together.

- Brainstorm ideas on helping others.
 - Task family members with writing a brief proposal about a cause that is important to them.
 - Have family members vote on one issue or cause to address as a group.

How to make the most of family
time when you gather online

- Create an Action Plan.
 - End the family meeting by agreeing on 3-5 short-term, attainable actions each family member can take before your next meeting. Be specific about your goals, and create steps you are capable of achieving in a week or two.
 - Examples include:
 - Reading a book to share with the group.
 - Providing emotional, physical or financial support to those finding this time especially challenging.
 - Taking up a new hobby.
 - Trying a new recipe to share with the family.
- Agree to follow up.
 - Set a date and time for your next virtual meeting.

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