Family Meeting Agenda

Running a family meeting that ends with decisions

Date, time and place: _____

Joining by phone or video: _____

Who's coming: _____

What to bring: the *What I'm Noticing* log (Chapter 1), notes from the doctor, and a list of who's doing what now.

1. What our parent wants

(first, and short; with our parent, if possible)

- What matters most to you right now?
- What worries you?
- What kind of help would be okay, and what wouldn't?

2. What the parent giving care needs

(if one parent is caring for the other)

- What's the hardest part of the day?
- What would help most?

3. What's happening now

(10 minutes)

- What has changed recently? (Bring the *What I'm Noticing* log.)
- What did the doctor say?
- Any safety concerns?

4. Who's doing what now

(10 minutes)

Task	Who does it now	Hours a week

5. Who will do what next

(20 minutes)

Task	What exactly	Who	Starting when	Does our parent agree?
Hands-on help				

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Appointments and driving				
Money and paperwork				
Research				
Staying in touch				
Relief for the main caregiver				
Paying for help				
How we'll share updates				
Who sends the summary				

6. Papers and authority

(5 minutes)

- If our parent is comfortable sharing: is there a power of attorney? A health care proxy? Where are they kept? (Chapter 7)

7. What we didn't settle

(5 minutes)

8. Next check-in date:

Ground rules: One person talks at a time. Start with what our parent wants. No old grievances today. Write every decision down.

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