**Resident and family council meeting agenda**

**Date: Location:**

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| **Agenda item** | | **Lead** | **Time** |
| **1.** | **Welcome and introductions** | Meeting leader name | X min |
| **A. Guest speakers (if applicable)** |  | X min |
| **2.** | **Review ground rules** | Meeting leader name | X min |
| **3.** | **Old business** |  |  |
|  | **A. Updates on action items from previous meeting**  **1.** | Assigned individual name | X min |
|  | **B. Upcoming activities**  **1.** | Assigned individual name | X min |
| **4.** | **New business** |  | X min |
|  | **A. Announcements 1.**  **2.** | Assigned individual name | X min |
|  | **B. Round table of issues and concerns** | All | X min |
| **5.** | **Next meeting** | Meeting leader name | X min |

**Ground Rules:**

1. Speak openly. We value all contributions.
2. Respect confidentiality at meetings – any personal information is not discussed outside of meetings.
3. Focus on improving quality of life for all residents.
4. Focus on the future.
5. Try to present possible solutions when identifying an issue.
6. Assume the best in one another and trust each other.
7. Work towards progress and strive to improve.
8. Ask questions to understand.
9. Respect everyone’s point of view and accept differences of opinion.
10. Be respectful in your communication.