

Family Business Succession Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Agenda Items

1. Welcome and Opening Remarks
2. Review of Previous Meeting Minutes
3. Current State of the Business
4. Discussion of Succession Planning Framework
5. Identifying Potential Successors
6. Discussing Training and Development Needs
7. Setting a Timeline for Transition
8. Open Forum for Questions and Concerns
9. Closing Remarks and Next Steps

Attendees

[List of Attendees]

Pre-Meeting Preparation

Please review the attached documents prior to the meeting.

Contact Information

For any questions, please contact: [Insert Contact Information]