Farm Business Meeting Agenda Template

An agenda template for farm business meetings, helping partners, family or staff cover the right topics and record decisions. Keeps meetings short and useful each season.

Farm / unit: _____ Date: _____ By: _____

Meeting date, place and attendees

Review of last meeting notes

Production and crop updates

Livestock updates and health notes

Financial report and cash position

Labor and safety items

Decisions needed today

Action items and owners

Next meeting date

TIP Send the agenda ahead of time and write down who does what by when. Review open actions first at the next meeting.