Farm Meeting Agenda Template

A farm meeting agenda template for family, partner and crew meetings, so the owner can set topics, owners of each item and time, and keep discussion on track.

Farm / unit: _____ Date: _____ By: _____

Meeting date and place

Attendees

Purpose of meeting

Review of last notes

Production updates

Equipment and repairs

Money and bills

Safety concerns

New business

Next meeting date

TIP Send the agenda ahead of time so people come with their updates ready.