

AGENDA
First Collaborative Meeting

1. Participants introduce themselves
2. Participants explain why they have chosen to work collaboratively
3. Review documents:
 - a) Ground Rules
 - b) Participation Agreement
 - c) Issues for Resolution
4. Discuss timing in a collaborative case:
 - a) Elicit Broad Goals
 - b) Gather Information
 - c) Brainstorm Options
 - d) Test Consequences of Possible Settlement Ideas
 - e) Reach Agreement
 - f) Create Documents
 - g) Follow Up Details
5. Establish responsibility for minutes of meetings
6. Describe family and current schedules
7. Identify financial status quo and resolve matters of immediate concern on short term basis
8. Set agenda, homework and ongoing commitments
9. Exchange e-mail addresses
10. Schedule next two meetings