**CLIENT 1 and CLIENT 2**

**FIRST COLLABORATIVE SETTLEMENT MEETING AGENDA**

Venue: **[FIRM]**

**[ADDRESS]**

Date: **[DATE] [TIME]**

Present: **Client 1/Lawyer 1**

**Client 2/Lawyer 2**

**Coach**

**Financial Neutral**

**Minute Taker**

**STAGE ONE**

1. Welcome.
2. Opening remarks
3. Review Ground Rules.
4. Explanation of the Collaborative process.
5. Review and sign Participation Agreement.
6. Statement of your goals and objectives

**- Client 1**

**- Client 2**

**STAGE TWO**

1. Interim issues:
   1. Funding of the Collaborative Process.
   2. Other?
2. Substantive issues:
   1. What needs to be resolved:
      * Parenting arrangements?
      * Property settlement?
      * Financial support?
      * Other?
   2. In what priority?
   3. What do we need, to address those issues:-
      * Parenting arrangements?
      * Property settlement?
      * Financial support?
      * Other?
3. Agreements reached
   1. Note any preliminary agreements
   2. If/when we reach agreement, we will need to document those agreements either by means of consent Orders or Financial Agreement.
4. Matters to work on – i.e. issues that remain outstanding

**STAGE THREE**

1. Agenda for the next meeting.
2. Work to do before next meeting.
3. Time and place for next meeting – how often should we meet? Should we schedule a number of meetings in advance?