**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?