

A Meeting Overviews



Read the below introduction in a business meeting, where people who have come to the meeting are welcomed and then told what will happen in it. From the context, try to guess what the meaning of the words/phrases in **bold** are. Then do the quiz at the end to check if you are right.

Chair: 'Welcome to the latest meeting for the Samuel Project. I appreciate that you're all busy and thanks for **attending**. My name is David Mitchell and I will be the **Chair** for today's meeting. Steve Crowther will be taking the **minutes**.

You'll find a copy of the meeting **agenda** in front of you on the table. As you can see, there are 7 **items** which we are going to discuss today. I **updated** the agenda this morning, so it should be fine. But if you have any other issues which you would like to talk about, please do it in the **any other business** part of the meeting at the end.

There are two **absentees** from today's meeting, Peter Jackson can't attend today due to a **prior commitment**. He sends his apologies. Also, Sarah Campbell can't make it, she's on holiday. So, John Hopkins is **standing in** for Sarah today. Does anybody have any questions?'

Attendee: 'Yes, I do. How long will the meeting last?'

Chair: 'About two hours. Any more question? No? Well, I think that's all, so let's start.'

1. The name of the person who runs/is in charge of a meeting:
2. The record of what was said in a meeting:
3. When something is the latest version:
4. A formal way to say that you have plans that can't be changed:
5. New subjects which you want to discuss are asked in the part of the meeting:
6. The document that shows what will be discussed in the meeting:
7. A formal way to say that you are at an event or meeting:
8. A formal way to call the people who can't attend a meeting for any reason:
9. When someone goes instead of another person to a meeting:
10. The different topics, subjects or issues on the agenda: