

1. actually	(adv, false friend) in fact; really; as a matter of fact	29. to assign	(v) to give a responsibility to; to appoint; to charge
2. an agenda	(n, false friend) a list of things to do; a program; a to-do list	30. to break down	(v) to divide; to decompose; to separate;
3. AOB	(acronym) meaning "any other business"	31. to brief	(v) to inform of facts; to update; to summarize
4. appreciation	(n, U, false friend) thankfulness; gratitude; gratefulness	32. to cover everything	(phrasal v) to discuss all the points (such as on an agenda).
5. an attendee	(n) a participant; someone who is present at a specific event	33. to determine	(v) to decide; to choose; to establish
6. awareness	(n, U) knowledge; understanding	34. to discuss	(v - always with a direct object) to talk about; to argue; to debate
7. a committee	(n) a work group; a commission; a board	35. to emphasize	(v) give special importance or prominence to (something) in speaking or writing.
8. confidence	(n, false friend) assurance; belief in oneself; trust	36. to establish	(v) to set up; to organize; to constitute
9. a deadline	(n) a time limit; a due date	37. to facilitate	(v) to make easier; to assist the progress of; to help
10. decision making	(phrase n+n) the act or purpose of coming to an agreement on what to do	38. to find out	(phrasal v) to discover; to learn about
11. definitely	(adv, false friend) certainly; clearly; surely	39. to focus	(v) to concentrate; to pay close attention to
12. effective	(adj) working; productive; valid	40. to follow up	(phrasal v) to conduct an action in order to increase the effectiveness of a previous one
13. excitedly	(adv) passionately; agitatedly; frantically; eagerly	41. To get the ball rolling (idiom)	(expression) to get a process (or a meeting) started
14. formal	(adj) polite; conventional; correct; ceremonious	42. to hold	(v) [for a meeting] to conduct; to call; to assemble
15. in writing	(phrase, prep+n) on paper; recorded; documented	43. to include	(v) to contain; to comprise; to cover
16. an item	(n) an element; a part; a component	44. to interrupt	(v) to break into someone's conversation; to stop someone speaking by saying or doing something.
17. minutes	(n) written record of topics discussed and actions taken during meeting sessions	45. to involve	(v) to implicate; to include; to concern
18. on track	(phrase prep+n) successful; working; functioning; going the right way	46. to look into	(phrasal v) to investigate
19. an opportunity	(n) a lucky chance; favorable circumstances; a good occasion	47. a topic	(n) a subject matter; an issue; a point
20. preliminary	(adj) initial; preparatory	48. to prompt	(v) to incite; to cause; to inspire
21. a priority	(n) something that has greatest importance; a first concern	49. to provide	(v) to give; to supply; to furnish
22. a proposal	(n) a suggestion; an idea; a pitch	50. to socialize	(v) to get together; to mingle; to be friendly at gatherings
23. a purpose	(n) an objective; an intention; an aim; an intent		
24. a schedule	(n) a program; an agenda; a plan; a timetable		
25. see where we are	(expression) assess our position / progress		
26. strategic	(adj) planned; calculated; crucial; important		
27. a suggestion	(n) a proposal; an idea; an advice		
28. to accomplish	(v) to succeed; to achieve; to attain; to carry out		