The team on my side is supposed to have two persons, me, the developer, and the project manager. I would initiate and host the meeting.

The EDP team consists of Japanese and non Japanese team members, with an English speaking team manager. Of course, my preparation will not be directly useful if only Japanese EDP members attend the meeting.

Meeting Start Greetings

The following irregular case is also very possible.

Only I and one member of the EDP team first appear at the meeting, and other members from both teams may join the team later.

Even when there are only two members in the meeting room, I would start the greeting by saying “ I am Li, the developer of the VA Printing project, nice to meet you.” , waiting for the self-introduction from the other party, and would add, “will other members of your team be attending the meeting?” That sounds good so far, very natural.

After all members have shown up, I would say “ Many thanks for taking time to attend this meeting. I am Li, the developer for this VA Printing project. You may already know each other, this is our PM, Yoshikawa-san.” How should I pass the self-introduction to the team of the other team? Usually you can just look at the other person and wait for the self-introduction, but if you need to, you could say, “Do please introduce yourselves”, or “I’ll let you introduce yourselves”. Both are natural.

Or you can look at one person and say, “And you are X?” and X will normally respond, eg, “Yes, I am X, the head of the EDP team, and this is Y, our technical manager”.

Then you can follow by saying, “Thanks, good to meet you” before you start the business of the meeting.

Meeting End Greetings

1. Happy Path

Many thanks for your support. I will update you with my Azure storage connection information. That’s good.

1. Sad Path 1

Many thanks for your time. I will study your solutions and come back to you with my thinking later. Good.

1. Sad Path 2

Many thanks for your time. I will consult our solution designer and explore alternative solutions. Good.

There will no need of a more explicit way of ending the meeting, right? If possible, please suggest alternatives.

I think you should use one of your three paths above.

Straight afterwards, there is room for some informal closure, to sound more friendly, such as:

“Please let me know (by email, phone…) if any further thoughts crop up later.” OR

“If you do think of any further ideas, please let me (us) know.”

“Thanks again for coming today. It’s been really helpful to have this discussion.” OR

“Thanks for coming, X, and you too, Y, and for your input today. It’s helped me (us) a lot with the final details.”