

word <i>part of speech</i>	meaning	example sentence
absent <i>adj</i>	not present	The vice president is absent due to unforeseen circumstances.
accomplish <i>verb</i>	succeed in doing	We have a lot to accomplish today, so let's begin.
address <i>verb</i>	deal with; speak on	I hope we do not have to address this matter again in the future.
adjourn <i>verb</i>	close a meeting	If there are no further comments, we will adjourn the meeting here.
agenda <i>noun</i>	list of objectives to cover in a meeting	Please forward the agenda to anyone who is speaking at the meeting.
AGM <i>noun(abbr.)</i>	Annual (yearly) General Meeting	We always vote for a new chairperson at the AGM .

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allocate <i>verb</i>	assign roles/tasks to certain people	I forgot to allocate someone to bring refreshments.
AOB <i>noun(abbr.)</i>	Any Other Business (unspecified item on agenda)	The last item on the agenda is AOB .
apologies <i>noun</i>	item on agenda announcing people who are absent; apologies for absence	Everyone is present today, so we can skip the apologies .
ballot <i>noun</i>	a type of vote, usually in writing and usually secret	Please fold your ballot in half before you place it in the box.
board of directors <i>noun</i>	group of elected members of an organization/ company who meet to make decisions	The board of directors meets once a month to discuss the budget.
boardroom <i>noun</i>	a large meeting room, often has one long table and many chairs	The boardroom is reserved for a managers' meeting, so we'll have to meet in the lounge.

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brainstorm <i>verb</i>	thinking to gather ideas	Let's take a few minutes and brainstorm some ways that we can cut costs.
casting vote <i>noun</i>	deciding vote (usually by the chairman) when the votes are otherwise equal	The role of treasurer was decided based on the chairman's casting vote .
chairperson/ chair <i>noun</i>	the person who leads or presides at a meeting	As chair , it is my pleasure to introduce to you, Mr. Allan Davis.
clarification/ verification <i>noun</i>	explanation/proof that something is true/understood	Before we address this matter, I'll need some clarification as to who was involved.

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closing remarks <i>noun</i>	last thoughts spoken in a meeting (i.e. reminders, thank yous)	I just have a few closing remarks and then you will all be free to go.
collaborate <i>verb</i>	work together as a pair/group	The board fell apart because the members had difficulty collaborating .
commence <i>verb</i>	begin	We will commence as soon as the last person signs the attendance sheet.
comment <i>verb or noun</i>	express one's opinions or thoughts	If you have a comment , please raise your hand rather than speak out.
conference <i>noun</i>	formal meeting for discussion, esp. a regular one held by an organisation	Before the conference there will be a private meeting for board members only.

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conference call <i>noun</i>	telephone meeting between three or more people in different locations	Please make sure I have no interruptions while I'm on the conference call .
confidential <i>adjective</i>	private; not to be shared	Any financial information shared during this meeting should be kept confidential .
consensus <i>noun</i>	general agreement	If we cannot come to a consensus by the end of the meeting we will put it to a vote.
deadline <i>noun</i>	due date for completion	The deadline for buying tickets to the conference is May 25th.
designate <i>verb</i>	assign	If no one volunteers to take the minutes I will be forced to designate someone.

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formality <i>noun</i>	a procedure (often unnecessary) that has to be followed due to a rule	Everyone knows who is going to be the next vice president, so this vote is really just a formality .
grievance <i>noun</i>	complaint	The first item on the agenda relates to a grievance reported by the interns.
guest speaker <i>noun</i>	person who joins the group in order to share information or deliver a speech	I am delighted to welcome our guest speaker Holly, who is going to be offering some sales pitch tips.
implement <i>verb</i>	make something happen; follow through	It's not a question of whether or not we're going to use this idea, it's whether or not we know how to implement it.

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mandatory <i>adjective</i>	required	It is mandatory that all supervisors attend Friday's meeting.
minutes <i>noun</i>	a written record of everything said at a meeting	Before we begin with today's meeting, let's quickly review the minutes from last month.
motion <i>noun</i>	a suggestion put to a vote	The motion to extend store hours has been passed.
objectives <i>noun</i>	goals to accomplish	I'm pleased that we were able to cover all of the objectives today within the designated time.
opening remarks <i>noun</i>	chairperson or leader's first words at a meeting (i.e. welcome, introductions)	As I mentioned in my opening remarks , we have to clear this room before the end of the hour.

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overhead projector <i>noun</i>	machine with a special light that projects a document onto a screen or wall so that all can see	I'm going to put a pie chart on the overhead projector so that everyone can visualize how our profits have declined.
participant <i>noun</i>	person who attends and joins in on an event	Can I have a show of hands of all of those who were participants i n last year's conference?
proxy vote <i>noun</i>	a vote cast by one person for or in place of another	There must have been one proxy vote because I count twelve ballots but only eleven attendees.
punctual <i>adjective</i>	on time (not late)	Firstly, I want to thank you all for being punctual despite this early meeting.

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recommend <i>verb</i>	suggest	I recommend that you sit closer to the front if you have trouble hearing.
show of hands <i>noun</i>	raised hands to express an opinion in a vote	From the show of hands it appears that everyone is in favour of taking a short break.
strategy <i>noun</i>	plan to make something work	We need to come up with a strategy that will allow us to have meetings less frequently.
unanimous <i>adj</i>	in complete agreement; united in opinion	The vote was unanimous to cut work hours on Fridays.
vote <i>verb or noun</i>	to express (the expression of) an opinion in a group by voice or hand etc	We need to vote for a new vice chairperson now that Jerry is retiring.
wrap up <i>verb</i>	finish	Let's wrap up here so that we can get back to our desks.

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