

8. Meeting vocabulary.

Match the word to the definition. Use the word bank below.

productive	adjourn / wrap up	results	reschedule	agenda	brainstorm	commence
run over	take minutes	attend	strategy	cancel	postpone	chair

1.	to go to a meeting
2.	working in a group to think of some new fresh ideas
3.	to decide that a planned meeting will not happen [The date is not changed, it is eliminated.]
4.	to begin/start a meeting
5.	to be in charge of the meeting; to lead the meeting
6.	to take longer time than was expected or scheduled
7.	to change the date of a meeting to a later date than was originally planned
8.	to change the time that a meeting was scheduled to a different time [either earlier or later]
9.	to end a meeting
10.	topics to be covered in the meeting
11.	to write down notes about everything that is talked about in the meeting
12.	the business plan for success
13.	useful, efficient
14.	outcomes; effects

