BUSINESS MEETING

FUNCTIONAL LANGUAGE

to make a start without somebody	to avoid unscheduled discussions, to follow the plan
a lot to get through	to save something for a special purpose
to send round	to discuss all the points in the plan
to cover everything	to calculate / plan our next actions
to get the ball rolling	to start the meeting properly
to run over	to suggest or think of an idea or plan
to see where we are	to resolve any small problems left
to tie up any loose ends	to discover
to stick to the agenda	to distribute to everybody
to look into something	to investigate something
to find out	to check our position / progress
to come up with sth	many things to work at
to set aside	to discuss the action points one by one
to go through the list of action points	to take longer than planned
to work out what we need to do	to start the meeting even though some people aren't here