1. I'd like to ……. (fix) a call with the client.
2. I'll …… (begin) by introducing the team.
3. Our holiday party has ….. (been cancelled) this year.
4. There are some issues but we can definitely …….. (manage, deal with) this.
5. You have ….. (mentioned) a good point!
6. So, that's settled then. I will …… (write down) notes.
7. We have …… (no time). Next time we will kick start with this point.
8. We need to …… (find a solution) some ways to effectively implement this.
9. Before we begin, I'd like to …… (review) some ground rules.
10. We would like to …….(explore) this. Could you send this out, please.
11. Let's try to …… (finish) in five more minutes max.

Now, do the quiz :

Homework: memorize these expressions!

Credits to Alex (engvid.com, https://www.engvid.com/work-english-12-phrasal-verbs-for-meetings)