



**chair a
meeting _____**

**1.- pausing a process (like
hiring or a project)**



postpone _____

**2.- to cancel a meeting that
was planned at a scheduled
time.**

**Excuses For
Being Late**

**miss a
meeting _____**

**3.- a plan for carrying out a
process or procedure**



arrange _____

**4.- Conduct a meeting from
start to finish**



hold _____

**5.- Something that has been
changed to another time.**



attend _____

**6.- organize or make plans
for (a future event)**



**call off a
meeting _____**

**7.- Go to your job and perform
your job duties**



schedule _____

**8.- to fail to be present at a
scheduled meeting**