**Meeting Vocabulary and Common Phrases**

1. **Agenda** - a list of items to be discussed at a meeting
2. **Minutes** - a written record of what was discussed and agreed upon during a meeting
3. **Action items** - tasks that are assigned to individuals as a result of a meeting
4. **Chairperson** - the person who leads the meeting and ensures that everyone stays on topic
5. **Attendees** - the people who are present at the meeting
6. **Presentation** - a talk or slideshow given during a meeting to provide information or persuade others
7. **Q&A** - a period during a meeting where attendees can ask questions and receive answers
8. **Follow-up** - activities that are conducted after a meeting to ensure that decisions and tasks are implemented
9. **Adjourn** - to formally end the meeting

Useful Phrases for Meetings:

* Can we start the meeting?
* Let's begin by reviewing the agenda.
* Who would like to present the first item on the agenda?
* Can you take the minutes for this meeting?
* Let's move on to the next item on the agenda.
* I have a question about the previous item. Can we discuss it further?
* Can someone please provide a summary of the presentation?
* Do we have any action items for this item on the agenda?
* Let's make sure to follow up on these action items after the meeting.
* Does anyone have any other questions or comments before we adjourn the meeting?