***Match the following meeting-related vocabulary words with their definitions.***

1. Agenda \_\_\_\_ *A. Tasks that are assigned to individuals as a result of a meeting*
2. Minutes \_\_\_\_ *B. The person who leads the meeting and ensures that everyone stays on topic*
3. Action items \_\_\_\_ *C. A list of items to be discussed at a meeting*
4. Chairperson \_\_\_\_ *D. A written record of what was discussed and agreed upon during a meeting*
5. Attendees \_\_\_\_ *E. The people who are present at the meeting*
6. Presentation \_\_\_\_ *F. A period during a meeting where attendees can ask questions and receive answers*
7. Q&A \_\_\_\_ *G. Activities that are conducted after a meeting to ensure that decisions and tasks are implemented*
8. Follow-up \_\_\_\_ *H. To formally end the meeting*

**Answer Key:**

*Agenda - C*

*Minutes - D*

*Action items - A*

*Chairperson - B*

*Attendees - E*

*Presentation - F*

*Q&A - G*

*Follow-up - H*