

Vocabulary: Meeting

A.G.M.	abbr. Annual General Meeting
A.O.B.	abbr. Any Other Business [usually the last item on an agenda]
absent	adj. not here; not at the meeting; not present
agenda	n. a written programme or schedule for a meeting
apologies	n. item on agenda announcing people who are absent; apologies for absence
ballot	n. a type of vote, usually in writing and usually secret- secret ballot n.
casting vote	n. a deciding vote (usually by the chairman) when the votes are otherwise equal
chairman	n. the person who leads or presides at a meeting; chairperson; chair
conference	n. formal meeting for discussion, esp. a regular one held by an organisation
conference call	n. telephone call between three or more people in different locations
consensus	n. general agreement
decision	n. a conclusion or resolution to do something - to decide v.
item	n. a separate point for discussion [as listed on an agenda]
matters arising	n. item on agenda for discussion of what has happened as a result of last meeting
minutes	n. a written record of everything said at a meeting
proxy vote	n. a vote cast by one person for or in place of another
show of hands	n. raised hands to express an opinion in a vote
unanimous	adj. in complete agreement; united in opinion
videoconference	n. conference of people in different locations linked by satellite, TV etc
vote	v. to express opinion in a group by voice or hand etc - also n. - to cast a vote v.