

# Vocabulary List

## Having a Meeting

Vocabulary	Meaning
called this meeting	<i>Gathering/informing people for a meeting</i>
assignments	<i>Tasks that are given to specific people</i>
minutes of the meeting	<i>Writing down everything that happens in the meeting minute by minute</i>
deadline	<i>The date when something has to be finished</i>
get the ball rolling	<i>To start the process of doing something</i>
in charge of	<i>Being responsible for certain things</i>
target audience	<i>The people that you want to attract</i>
questionnaire	<i>A list of questions</i>
insight	<i>More knowledge on a topic</i>
preferences	<i>What people want or like</i>
confidence	<i>Believing/knowing you can do something</i>
collaborate	<i>Working together and sharing ideas</i>
our way forward	<i>The process you will follow into the future</i>
being on the ball	<i>Being quick; aware of new ideas, methods and trends</i>
budget	<i>The amount of money you are allowed to spend</i>
run the floor operations	<i>Delegate tasks and make sure the work is going smoothly</i>
report back to him	<i>Give specific information to him of what is happening</i>
relay	<i>repeat information you were told, to someone</i>
meeting adjourned	<i>End of the meeting</i>