

Introductions & openings

Good morning/afternoon everyone.

Since everyone is here, we can begin.

Can we all welcome John, our new IT manager?

I would like to extend a warm welcome to our VP of Sales, John.

Stating objectives

Today, we are here to discuss last month's sales.

I've called this meeting so we can review the most recent project.

By the end of this meeting today, we should have completed.

Introducing the agenda

Does everyone have a copy of the agenda?

There are seven items on our agenda. Let's start from the beginning.

If it's ok with everyone, I would like to start with the second point, last month's sales numbers.

Clarifying or repeating points

Was that clear to everyone?

If we look at it from this perspective, does that make more sense?

Can I make that easier to understand?

I will repeat for clarification...

Because these are important points, I will repeat them.

Sharing an opinion

I (really) feel that these sales figures are encouraging.

If you ask me, I think that we should focus on...

In my opinion, this idea is ...

Asking for an opinion

Do you agree with this initiative?
I'd love to get some ideas from everybody
Sue, could you share your opinion on these ideas?
John, how do you feel about this marketing plan?

Agreeing

That's a great point
I could not agree more.
That is exactly what I was thinking.
I must agree with Sue on this idea.
That sounds like a great idea

Disagreeing

Unfortunately, I do not see it the same way.
I agree with you in part, but
I can't agree with you because I think.

Negotiating

I will need to take more time to consider your offer.
I can accept your terms on these conditions...
I see your point, but I think we are better off by.

Compromising

I understand, and I am willing to compromise on these points.
What do you think if we were to do this instead?
This is what I am willing to offer in order to move this deal forward.

Interrupting

May I have a word on this topic?

If I may, I think that we should discuss this...

Excuse me for interrupting, but could you clarify the marketing plan again?

May I add something about last month's sales report here?

Asking for contributions

We haven't heard from you yet, John. Do you mind sharing your thoughts?

What do you think about the numbers from last month?

Would you like to add anything about these figures, Sue?

John, what do you think about this?

Does anyone have any comments on this point?

Is there anything else anyone else would like to add?

Participant management

John, please be brief with your comments.

Let's get back to the topic of marketing, shall we?

We are not here to discuss marketing today.

Time management

We are running out of time for this meeting.

Well, that is all the time we have for today's meeting, but let's discuss that next time.

I'm afraid we've run out of time for today, but our next meeting will be Monday morning.

Summarizing

Before we go, let me summarize what we have decided on.

To sum up the meeting, we discussed points A, B, and C.

Shall I review today's important points?

Action Items

We should really prepare these numbers for our meeting next week.

Let's focus our attention on completing these changes in the marketing plan by Friday afternoon.

Would you mind taking care of the report by Thursday morning?

I look forward to your report at our meeting next week, Sue.

For more advice
and information visit:

<http://blog.tjtaylor.net/meetings-guide>