

Chairing a Meeting

STARTING

Hello everybody.

Thanks for joining the meeting today.

Let's get started.

INTRODUCING PARTICIPANTS

Before we begin, can I introduce ... to you all?

This is ...,

Let's go round the table and introduce ourselves.

SAYING WHO CAN'T ATTEND

Joe has sent his apologies.

I have apologies from ...

DEALING WITH THE MINUTES

Elena, can you take the minutes?

Can we take the minutes as read?

OUTLINING THE AGENDA

The aim / purpose / objective of the meeting today is to ...

So, we're here today to talk about ...

Let's be clear about what we want to achieve.

The first item on the agenda is ...

We'll start with ...

Then, we'll move on to ...

After that, we will look at ...

And finally, we'll talk about ...

MANAGING THE DISCUSSION

Would anyone like to comment on this?

Bob, do you agree?

What do you think, Sven?

What does everyone else think?

What is the main problem as you see it?

What are our options?

Would you like to add anything?

Are there any further questions?

Let's move on to the next point.

Hold on, please.

We'll come back to you in a moment.

If we could continue to discuss ...

Can we come back to ...

We're running out of time, so let's move on.

Could you minute that?

Let's put that on next week's agenda.

DELEGATING TASKS

Can you let me have a copy of ...?

Could you circulate the ...?

Can you keep everyone up to date with developments?

Ray will send me information about ... and Jessica will follow up on ...

Sara, you're responsible for ...

I need somebody to ...

Could anyone / Is anyone free to organise..?

SUMMARIZING THE DISCUSSION AND DECISIONS

Let me just (quickly) summarize what we have discussed today.

To recap / To sum up ...

So, just to summarize, we agree to ...

We're / I'm going to ...

I think we've made good progress.

We've agreed to / that ...

Is there any other business?

CLOSING THE MEETING

So, that's all we have time for today.

I think we should stop / can finish there.

Let's agree the date of the next meeting.

Thank you very much everybody.