

BOOK	A CONFERENCE ROOM
DELEGATE	TASKS
ATTEND	A MEETING
FINALIZE	DETAILS
RESOLVE	AN ISSUE
ALLOCATE	RESOURCES
REVISIT	A SUBJECT
EXPRESS	AN OPINION
TAKE	(THE) MINUTES
PREPARE	AN AGENDA
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ADDRESS	A CONCERN
POSE	A QUESTION
COME	TO A DECISION
PREPARE	KEY POINTS
CALL	A MEETING
MEET	A DEADLINE
FIND	SOLUTIONS
PLAY	A ROLE
BRAINSTORM	IDEAS
DRAW UP	A PLAN