

## Preparing agenda

- **Meeting Preparation:** Meeting preparation involves organizing and planning the agenda, topics, and materials needed before attending a scheduled meeting or discussion.
- **Topics:** Topics refer to specific subjects or issues that are discussed and addressed during a meeting agenda.
- **Objectives:** Objectives in the context of preparing agenda for attending meetings are specific goals or outcomes to be accomplished during the meeting.
- **Participants:** Participants are individuals who will be attending a meeting or event for which an agenda is being prepared.
- **Time Allocation:** Time allocation in preparing agenda involves assigning specific durations to each agenda item in order to effectively manage meeting time.
- **Agenda:** An agenda is a list of items or topics to be discussed or addressed during a meeting or event.

## Taking notes

- **Meeting Minutes:** Meeting minutes are a written record of what was discussed, decisions made, and action items assigned during a meeting.
- **Action Items:** Specific tasks or follow-up actions assigned to individuals during a meeting, typically recorded in meeting notes for accountability.
- **Key Points:** Key points are the most important pieces of information discussed during a meeting, often summarized for easy reference later.
- **Bullet Points:** Concise, abbreviated statements used to organize and highlight key points during meetings or presentations for easy reference and readability.
- **Synthesize:** Synthesize in the context of taking notes during meetings means to condense and summarize key points or information discussed.
- **Recap:** A recap is a concise summary of key points discussed during a meeting or event for reference and clarity.

## Participating in discussions

- **Engage:** To participate actively in discussions or activities, typically involving attending meetings and sharing thoughts, ideas, or opinions.
- **Share:** To contribute thoughts, ideas, or opinions during meetings or discussions, actively engaging with others and exchanging information.

- **Listen:** To give one's full attention to the speaker, process the information, and respond appropriately in a meeting or discussion.
- **Interact:** Interact in the context of attending meetings refers to actively engaging with others by sharing ideas, asking questions, and collaborating.
- **Facilitate:** To facilitate in meetings means to make discussions easier by helping organize, guide, or moderate the conversation effectively.
- **Contribute:** To provide input, ideas, or feedback in discussions or meetings, adding value and helping to reach collective decisions.
- **Collaborate:** To collaborate in the context of attending meetings means to work together with others towards a common goal.

## **Presenting information**

- **Presentation:** A presentation is a formal speech or talk given to an audience, typically accompanied by visual aids or slides.
- **Visual Aids:** Visual aids are tools such as charts, graphs, and images used to enhance presentations and make information more engaging.
- **Handouts:** Handouts are informational materials distributed to attendees at meetings, providing supplementary information or resources related to the discussion.
- **Slides:** Slides are visual aids, typically in the form of digital presentations, that accompany a speaker during a meeting or presentation.
- **Audience Participation:** Audience participation involves engaging attendees in meetings by encouraging questions, feedback, and interaction to enhance communication and understanding.

## **Providing feedback**

- **Feedback:** Feedback in the context of attending meetings is providing constructive criticism, suggestions, or praise to improve performance or outcomes.
- **Constructive Criticism:** Constructive criticism is feedback that is intended to help improve a situation or performance in a positive and helpful manner.
- **Suggestions:** Suggestions are recommendations or ideas proposed during meetings to improve a situation, solve a problem, or enhance a process.
- **Evaluation:** Evaluation in the context of providing feedback at meetings involves assessing the effectiveness, performance, and outcomes of a particular situation.
- **Input:** Input in the context of providing feedback at meetings refers to sharing thoughts, ideas, or opinions during discussions or presentations.

