

OPENING A MEETING

<p>Welcoming people</p>	<ul style="list-style-type: none"> • It's nice to see everyone. • Thank you all for coming today.
<p>Getting started</p>	<ul style="list-style-type: none"> • Let's start. • I'd like to start (on time). • If we are all ready, shall we begin?
<p>Stating purpose</p>	<ul style="list-style-type: none"> • One reason for the meeting is to (discuss the recent problem with the ballast filter). • The main aim today is to (agree on the IT budget). • The purpose of today's meeting is to (decide on how to increase sales). • The objective today is to (plan the hiring for next year).
<p>Allocating tasks</p>	<ul style="list-style-type: none"> • Could I have a volunteer to (take notes)? • (Toru), can I ask you to be time-keeper? • Gihwan, would you mind taking the minutes?
<p>Referring to the agenda</p>	<ul style="list-style-type: none"> • Does anyone want to add anything to the agenda? • Let's look at (Item 3, the sales results). • Sorry, can we just go back to (Item 1)? • So, moving on to (Item 4).