Here is a list of essential business meeting vocabulary:

Agenda: A list of topics or items to be discussed during a meeting.

Minutes: A written record of what was discussed, decided, and the actions to be taken during a meeting.

Chairperson: The person responsible for leading and moderating the meeting.

Participant: A person attending the meeting.

Conference call: A meeting conducted over the phone or using online conferencing tools.

Presentation: A talk or display of information to a group.

Proposal: A formal suggestion or plan presented for consideration.

Decision: A choice made after discussion or consideration.

Action item: A specific task assigned to someone during a meeting.

Feedback: Constructive comments or opinions given in response to a presentation or idea.

Follow-up: The actions that need to be taken after the meeting to ensure the decisions are implemented.

Adjourn: To officially end a meeting.

Quorum: The minimum number of participants required for a meeting to take place.

Discussion: Talking about a topic or issue during a meeting.

Round-robin: A meeting format where each participant speaks in turn.

Breakout session: A smaller, separate group within a larger meeting for focused discussions.

Brainstorming: A creative method for generating ideas through open discussion.

Agree to disagree: When participants in a meeting accept that they have different opinions and may not reach a consensus.

Unanimous: When everyone in the meeting agrees on a decision.

A.O.B. (Any Other Business): An agenda item for topics that were not originally listed but are discussed at the end of the meeting.

Dissent: Disagreement or difference of opinion.

Mute: To silence the audio on a conference call.

Webinar: A web-based seminar or online presentation.

PowerPoint: A software used for creating visual presentations.

Flipchart: A large pad of paper on a stand, used for drawing or writing during a meeting.

Whiteboard: A surface for writing or drawing with erasable markers.

Remote meeting: A meeting conducted with participants in different locations, often through video conferencing.

Chairman's statement: The official summary or conclusion provided by the chairperson at the end of the meeting.

Proxy: A person designated to represent another at a meeting if they cannot attend.

Reschedule: To set a new date and time for a meeting that was previously scheduled.

Zoom in: To focus on a specific aspect of a topic during a meeting.

Adjournment: The formal conclusion of a meeting.

Learning and using this vocabulary will help you effectively participate in and understand business meetings and discussions in a professional context.