

Business Idioms

LESSON 6

Meeting(4)



second a motion

- to agree with a proposal

I seconded the motion where we decided to start one hour early every morning during the summer.

set up a meeting

- to make arrangements for a meeting

I am trying to set up a meeting with the manager of our department.

table a discussion

- to postpone a discussion until a later time

We tabled the discussion about the salary issue until the next meeting.

take minutes

- to write down the proceedings of a meeting

I usually take minutes at the monthly club meetings.