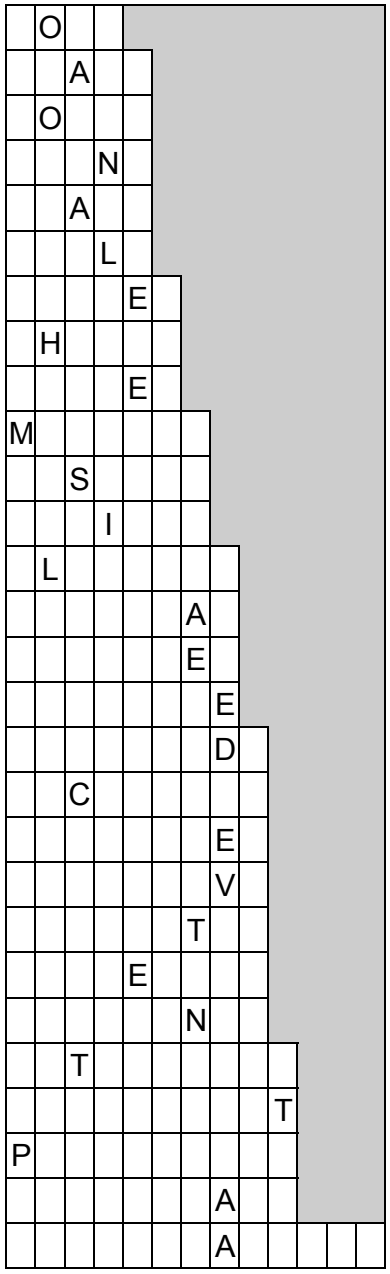
MEETINGS!

Usually meetings seem to run a bit too __
Bringing something to drink can help keep you __
Taking __ helps you remember important information
You should mute your __ so you don't disrupt the meeting
In a __ meeting, all the attendees report to one boss
Most meetings have people sitting around a __
A __ meeting is necessary to discuss the organization's finances
It may be standing-room-only if there aren't enough __
To reduce __ costs, a teleconference may be better
The meeting __ document what was discussed and agreed upon
You may need to __ a room if there are many groups who meet there
Employee __ are another type of meeting
Short and long-term __ meetings are useful for setting company goals
A meeting can be useful for creating or evaluating a __
Important meetings or presentations may be __ for later
Some meetings focus on a project's __ or progress
Each industry has certain __ that may be heard in meetings
The information discussed in meetings hopefully lead to good __
A group meeting with the __ can keep everyone informed
People in __ roles usually attend a lot of meetings
A __ helps everyone see what is on a computer screen
It may be the job of the __ to set up a meeting
Meetings with people in different __ __ can be difficult to coordinate
If you have an __ __, you'll need to get it done on time
A __ may be brought in to discuss strategic or specialized topics
Software that is useful for making presentations
A __ is useful for drawing or making lists for everyone to see
Some meetings are formal __ from sales, HR, or management



S	K	M	S	E	S	T	E	N	E	A	J	T	S	E
T	L	K	N	L	R	N	V	H	L	E	E	I	W	N
A	A	T	O	B	I	A	R	S	U	X	D	M	E	O
F	S	C	I	A	A	T	E	E	D	E	E	E	I	H
F	O	P	T	T	H	L	S	T	E	C	D	Z	V	P
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Y	O	G	T	E	O	S	R	N	C	T	O	N	R	U
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E	A	T	V	P	L	A	N	N	I	N	G	E	B	S
S	E	E	Y	O	L	P	M	E	T	E	G	D	U	B

Enter unused letters from puzzle, in order:

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