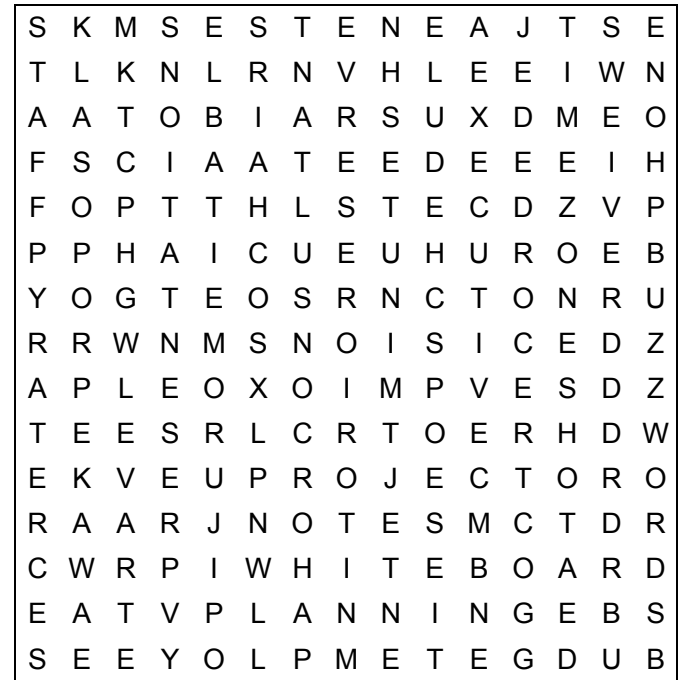
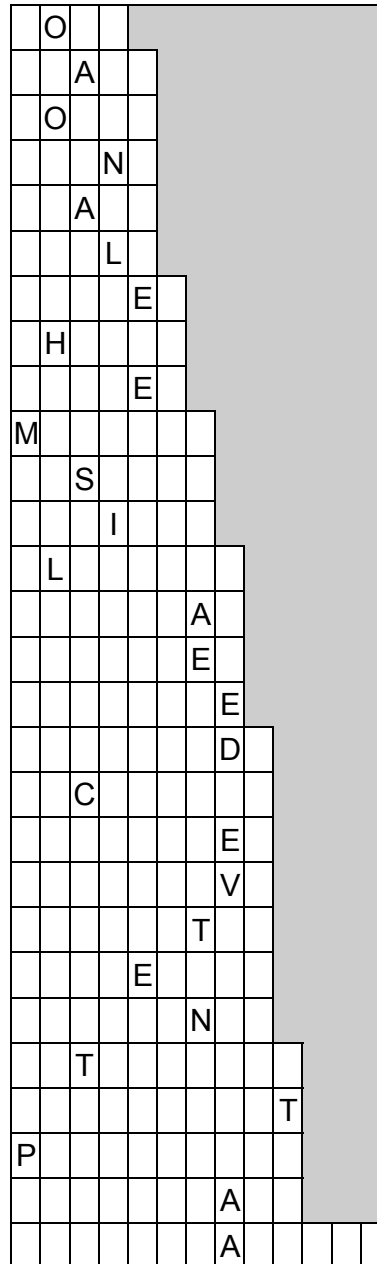


MEETINGS!



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



Enter unused letters from puzzle, in order:

___ □ ___ □ ___ □ ___ □ ___

□ □ □ ___ □ ___ □ □ ___ □

□ ___ □ □ ___ □ □ □ ___

Copy boxed letters to form your hidden message:

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