

Solve the clues and complete the puzzle.

- 1 Someone who takes part.
- 2 The smallest kind of meeting.
- 3 Arrange your requirements in order of .....
- 4 These can make you laugh and create a friendly atmosphere.
- 5 So many people are ill that we have to ..... the meeting.
- 6 Drinks and snacks.
- 7 The schedule for a meeting.
- 8 Each side in a negotiation begins by outlining their .....
- 9 This is where the directors meet.
- 10 A written record of a meeting.
- 11 Another word for *timetable*.
- 12 A person who negotiates.
- 13 The place where a meeting takes place.
- 14 When the two sides can't agree there is .....
- 15 Both sides had to make .....
- 16 When everyone agrees, there is a .....

**Down** The last item on an agenda.

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