Starting the Meeting

- "Let's get started."
- "Thank you all for being here."
- "Shall we begin?"
- "The agenda for today is..."
- "Let's go over the objectives for this meeting."

Introducing Topics

- "First on the agenda is..."
- "I'd like to start by talking about..."
- "We need to address..."
- "Let's dive into..."

Giving Opinions

- "I think we should consider..."
- "In my opinion..."
- "It seems to me that..."
- "From my perspective..."

Asking for Opinions

- "What do you think about this?"
- "Does anyone have thoughts on that?"
- "How do you see this situation?"
- "Would anyone like to add something?"

Agreeing or Disagreeing

- "I completely agree."
- "That's a good point."
- "I see where you're coming from, but..."
- "I beg to differ."

Clarifying

- "Just to be clear, are you saying...?"

- "Could you explain that a bit more?"
- "Let me make sure I understand..."

Managing the Discussion

- "Let's stay on track."
- "We're getting off topic."
- "Can we table that for now?"
- "Let's circle back to this later."

Summarizing

- "To summarize what we've discussed..."
- "In conclusion..."
- "The key takeaway here is..."

Closing the Meeting

- "Any final thoughts?"
- "Let's wrap this up."
- "Thank you for your time and contributions."
- "We'll follow up with next steps."