Word Bank for Meeting Minutes

*Synonyms for “said”*

Addressed

Advised

Affirmed

Aired

Alluded

Announced

Answered

Argued

Asked

Asserted

Cited

Commented

Declared

Demonstrated

Described

Designated

Detailed

Disclosed

Explained

Expressed

Emphasized

Identified

Implied

Informed

Inquired

Mandated

Mentioned

Named

Nominated

Noted

Ordered

Pointed out

Proposed

Questioned

Quoted

Recited

Recommended

Recounted

Referred

Reiterated

Remarked

Replied

Reported

Responded

Restated

Showed

Specified

Spoke

Stated

Stressed

Suggested

Summarized

Talked

Thanked

Told

Voiced

Volunteered

Warned

Welcomed

*Important Meeting Verbs*

Accepted

Adopted

Agreed

Allowed

Amended

Appointed

Approved

Briefed

Conducted

Confirmed

Considered

Continued

Declined

Decreased

Delayed

Deliberated

Denied

Enacted

Endorsed

Established

Failed

Formed

Furnished

Heard

Increased

Launched

Presented

Provided

Ratified

Rejected

Reopened

Repealed

Scheduled

Supplied

Tabled

Voted

Warned

*Transitions*

Also

Although

As a result

As soon as

At the same time

Before

Consequently

Currently

Despite this

Even though

Finally

First

For example

For instance

For this reason

Furthermore

However

In addition

In conclusion

In essence

In particular

Lastly

Likewise

Meanwhile

Nevertheless

On the other hand

Secondly

Similarly

Specifically

Therefore

To start

To summarize

While