## Meetings



Please wait while I make my message. You can talk while I make my message.

I need the agenda ahead of time.

Please take notes for me.

This is how I will tell you I'm ready to say my message.
Please watch me.

My assistant will tell you when I am ready to say my message.

Sample communication messages created using BoardMaker Plus by Mayer-Johnson, Inc.

## Meetings (continued)



I would like to meet on Skype/internet videoconferencing.