

## Test Your Knowledge – Business Meeting Agenda

Are you ready to test your knowledge? Try this matching quiz!

Match each term in Column A with a meaning in Column B by placing the letters from Column B in the blank spaces in Column A.

### Column A

- |                          |                       |       |
|--------------------------|-----------------------|-------|
| <input type="checkbox"/> | Secretary             | _____ |
| <input type="checkbox"/> | Minutes               | _____ |
| <input type="checkbox"/> | Regular meeting       | _____ |
| <input type="checkbox"/> | Adjourned meeting     | _____ |
| <input type="checkbox"/> | Unfinished business   | _____ |
| <input type="checkbox"/> | General orders        | _____ |
| <input type="checkbox"/> | New business          | _____ |
| <input type="checkbox"/> | Agenda                | _____ |
| <input type="checkbox"/> | Adjourn               | _____ |
| <input type="checkbox"/> | Special orders        | _____ |
| <input type="checkbox"/> | Quorum                | _____ |
| <input type="checkbox"/> | Deliberative Assembly | _____ |
| <input type="checkbox"/> | Chair                 | _____ |

### Column B

- A. Group of people meeting to determine course of action to be taken in the name of the entire group
- B. Order of business
- C. Members required to transact business
- D. Recording officer of the assembly
- E. Person presiding
- F. Periodic business meeting
- G. Close the meeting
- H. A subject matter, by single vote, to be assigned to next agenda
- I. An important item assigned a specific time on the agenda
- J. Agenda category to introduce a new business item by motion
- K. Written record of the proceedings
- L. Minimum members required to transact business
- M. Items of business pending or not reached when previous meeting adjourned