



In this section, we will see how to transition to the meeting smoothly, so that you can move from informal conversation or small talk to the agenda items.


















Video link > [Transitioning to the meeting](#)

(5 min 24 sec)



Key Phrases | Listen and repeat

-  Let's get the meeting started.
-  Now that we have everyone on board, let's dive in.
-  Well, it looks like everyone is here, so let's get started.
-  It looks like everyone is settled and we have a lot to cover today, so let's dive in.
-  Okay, everyone is accounted for. Let's start the meeting without further delay.
-  Let's get the ball rolling.
-  Okay, let's get this meeting started, shall we?
-  With everyone present, it's time to start the meeting.
-  With everyone here and ready, let's start the meeting.
-  Now that we're all here and ready to go, let's get the meeting underway.
-  Now that we're all here, let's begin.
-  Let's get started, shall we? I think everyone is here.
-  With everyone in attendance, let's begin our meeting.
-  Alright, now that we're all present, let's kick off the meeting.
-  Now that we have a full house, let's jump right into the agenda.



Useful links

> [Full comprehensive guide for business meetings in English](#)

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