



## Meeting

Boss: Before I begin does everyone have a copy of agenda? Well, since everyone is here. First, I would

like to take this chance to introduce our new staff. Suda, would you please introduce yourself?

Suda: Hello everybody. I just join the team last week. My name is Suda. I'll be acting as the Marketing Manager Assistant while she is away for training.

Boss: Let's get start by review the last meeting topic. Any question?

Suda: It's my first followed. Could I have someone guide me what happened last time?

Boss: Oh, that's alright for you. This time you just to observe the presentation. Somehai, can you care of

Suda, please?

Somchai: Sure I will.

Suda: Thank you very much.

Boss: Shall we continue then? We are running out of time. The first agenda is that in next month we

plan to have an office outing party. Do you think that where will it be take place?

Somehai: I think that should be at Hua Hin Resort. We'll have party on beach.

Somsak: I'm sorry. I'm afraid that I Would have to disagree about that because next month is still in the

rainy season. I recommend going to Chaingmai instead.

Boss: Any other else?

Somsri : What about Khao Yai? How do you think?

Sommai: I agree with the second.

Boss: Can we take a vote on that? Please raise your hand. It seem that we are in agreement that we will

go to Chaingmai next month. I think we have accomplishes enough for today.

Boss: Thank you everybody. I declare the meeting closed. Oh, one thing before you leave. Please don't forget to sign the attendant sheet and we will meet again on 3rd next month.

นางสาวศศิธร ทิวงค์ รหัส 571151321058