

Useful words for minutes

Clerks may often find themselves using the same word repeatedly, it is worth considering the many options for reporting the discussion that takes place. Below is a table indicating words that may offer an alternative.

<p>discussed debated deliberated considered examined analysed</p> <p>planned intended meant hoped proposed</p> <p>disagreed disputed not the case</p> <p>agreed concurred resolved</p> <p>worried concerned sought clarity troubled uneasy anxious apprehensive</p>	<p>existence of issue of reality topic of problem of question of</p> <p>options alternatives choice preference opportunity</p> <p>benefits of merits of advantages of worth value of</p> <p>decided resolved approved concluded determined</p>	<p>said stated reported established confirmed added commented verified declared pointed out explained acknowledged suggested described advised highlighted drew attention to outlined understood raised informed reminded recalled emphasised clarified illustrated defined demonstrated indicated questioned challenged</p>	<p>potential possibility likelihood prospect chance</p> <p>problems drawbacks dangers uncertainties disadvantages challenges</p> <p>chose opted selected picked named preferred</p>
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