

Word Choice for Minute Taking

| | | |
|--------------|-------------|-------------|
| Acknowledged | Discussed | Planned |
| Agreed | Displayed | Predicted |
| Alternative | Disputed | Preference |
| Announced | Emphasised | Presented |
| Analysed | Examined | Promised |
| Arranged | Explained | Proposed |
| Asked | Expressed | Recommended |
| Asserted | Guaranteed | Remarked |
| Assured | Hoped | Reported |
| Choice | Identified | Requested |
| Complained | Intended | Reviewing |
| Concurred | Implemented | Settled |
| Confirmed | Informed | Showed |
| Considered | Listed | Specified |
| Debated | Maintained | Stated |
| Decided | Mentioned | Stressed |
| Declared | Noted | Suggested |
| Deliberated | Observed | Summarised |
| Described | Opportunity | Understood |
| Detailed | Options | |
| Disagreed | Perceived | |