

| <b>B</b>                                                          | <b>I</b>                    | <b>N</b>                                       | <b>G</b>           | <b>O</b>                          |
|-------------------------------------------------------------------|-----------------------------|------------------------------------------------|--------------------|-----------------------------------|
| sounds of pets or children                                        | "Sorry I was on mute."      | A/V malfunction                                | sneeze             | misuse of a common word or phrase |
| "this is [name]."                                                 | sounds of chewing or eating | one person who says nothing the entire meeting | "circle back"      | singing along to hold music       |
| someone uses an interesting word: everyone starts using that word | story about a child or pet  | <b>FREE</b>                                    | "loop in"          | cough                             |
| doodling                                                          | someone does an impression  | hold music                                     | awkward silence    | no one prepared for this meeting  |
| an opinion on current events                                      | "pivot"                     | polite laughter                                | unsolicited advice | "touch base"                      |

| B                          | I                                | N                                                                 | G                           | O                                              |
|----------------------------|----------------------------------|-------------------------------------------------------------------|-----------------------------|------------------------------------------------|
| story about a child or pet | "circle back"                    | sneeze                                                            | "this is [name]."           | one person who says nothing the entire meeting |
| A/V malfunction            | unsolicited advice               | misuse of a common word or phrase                                 | "pivot"                     | singing along to hold music                    |
| doodling                   | "loop in"                        | <b>FREE</b>                                                       | cough                       | "Sorry I was on mute."                         |
| awkward silence            | polite laughter                  | sounds of pets or children                                        | "touch base"                | someone does an impression                     |
| hold music                 | no one prepared for this meeting | someone uses an interesting word: everyone starts using that word | sounds of chewing or eating | an opinion on current events                   |

|                                                                               |                                      |                                                            |                                           |                                            |
|-------------------------------------------------------------------------------|--------------------------------------|------------------------------------------------------------|-------------------------------------------|--------------------------------------------|
| <b>B</b>                                                                      | <b>I</b>                             | <b>N</b>                                                   | <b>G</b>                                  | <b>O</b>                                   |
| "pivot"                                                                       | polite<br>laughter                   | "circle<br>back"                                           | no one<br>prepared<br>for this<br>meeting | "loop in"                                  |
| sounds<br>of pets or<br>children                                              | doodling                             | hold<br>music                                              | sounds of<br>chewing<br>or eating         | misuse of<br>a common<br>word or<br>phrase |
| someone uses<br>an interesting<br>word: everyone<br>starts using<br>that word | "touch<br>base"                      | <b>FREE</b>                                                | someone<br>does am<br>impression          | awkward<br>silence                         |
| story<br>about a<br>child or<br>pet                                           | singing<br>along to<br>hold<br>music | sneeze                                                     | unsolicited<br>advice                     | A/V<br>malfunction                         |
| cough                                                                         | "Sorry I<br>was on<br>mute."         | one person<br>who says<br>nothing the<br>entire<br>meeting | "this is<br>[name]."                      | an<br>opinion<br>on current<br>events      |