Short Welcome Speech for a Meeting

Good [morning/afternoon] everyone,

Thank you for joining us today. It's great to see everyone here for our meeting. We have some important topics to discuss, and I appreciate each of you taking the time to be a part of this conversation.

Today, we'll be covering [briefly mention key agenda items], and I encourage everyone to share their insights and ideas as we go along. Your contributions are what make these meetings valuable and productive.

Let's make the most of our time together, and I look forward to a fruitful discussion. Thank you, and welcome to the meeting!