

Sub-team Meeting Minutes

Minutes of _____ Sub-team
Date _____

Attending:

Absent with Apologies:

Absent without Apologies:

Sub-team Task List:

<u>Issue</u>	<u>Task</u>	<u>Who Assigned To:</u>	<u>Due Date</u>	<u>To be checked by whom</u>

[or may be attached as a Excel Spreadsheet]

Discuss Actions and continuing issues (items not yet put on Sub-team Task List):