

"NAME OF BIALl SUB-COMMITTEE"

Meeting Minutes ACRONYM/YEAR/NUMBER

Location; Day Month Year

Present:

[list of attendees]

Apologies:

1. Approval of Minutes of Last Meeting

2. Matters Arising

3. Agenda items (numbered)

*Summarize the discussion for each existing issue, state the outcome and name the **person** to whom you assign any **action** item.*

4. Proposals for BIALl Council

Summarize the discussion for new issues, state the next steps and assign any action item.

5. Date of Next Meeting

Minutes prepared by: