

Action Item Listing

Audit Committee Meeting Minutes

Date of Meeting: June 12, 2024
Prepared by: Audit Committee Secretary
Location: Conference Room A

No.	Action Item	Owner	Status	Target Date	Remarks
1	Complete internal audit on Q2 financial processes	Internal Audit Lead	In Progress	July 05, 2024	Draft report under review
2	Implement recommendations on procurement policy	Procurement Manager	Not Started	Aug 01, 2024	Pending policy review
3	Schedule training on compliance updates	HR Department	Completed	June 20, 2024	Training delivered
4	Review and update risk management register	Risk Officer	In Progress	July 15, 2024	Initial assessment done

Important Notes:

- Action items must be clear, specific, and assigned to an accountable owner.
- Status updates should be provided at each subsequent committee meeting.
- Ensure deadlines are realistic and monitored for timely completion.
- This document forms part of the official meeting minutes and should be archived accordingly.