

# Audit Committee Meeting Minutes

## Follow-Up Action Tracker

**Meeting Date:** 25 March 2024

**Location:** Conference Room B

**Prepared By:** Secretary, Audit Committee

**Reviewed By:** Chairperson, Audit Committee

#	Action Item	Responsible	Due Date	Status	Remarks/Updates
1	Finalize Q1 Internal Audit Report	Internal Audit Manager	10 Apr 2024	In Progress	Draft circulated for review
2	Update Risk Register	Risk Officer	18 Apr 2024	Not Started	Pending input from departments
3	Implement Procurement Procedures	Finance Director	30 Mar 2024	Completed	Policy manual updated
4	Schedule Compliance Training Session	HR Manager	05 Apr 2024	In Progress	Trainer confirmed, invites pending

Important Notes:

- This tracker should be updated and reviewed at every Audit Committee meeting.
- Each action item must have a designated owner and clear due date.
- Status updates and remarks are essential for monitoring progress and accountability.
- All completed actions should be verified before closure.
- This document forms part of the official meeting minutes and audit trail.