

Audit Committee Meeting Minutes Template

Meeting Date: _____
Time: _____
Location: _____
Chairperson: _____
Secretary: _____

Attendance

1. _____ (Present/Absent)
2. _____ (Present/Absent)
3. _____ (Present/Absent)
4. _____ (Present/Absent)

Agenda

1. _____
2. _____
3. _____

Discussion Points

1. **Agenda Item 1:**
Discussion: _____
Key Points: _____
2. **Agenda Item 2:**
Discussion: _____
Key Points: _____
3. **Agenda Item 3:**
Discussion: _____
Key Points: _____

Decisions Made & Approvals

- _____
- _____

Action Items & Responsibilities

- Action: _____ Assigned to: _____ Due: _____
- Action: _____ Assigned to: _____ Due: _____

Next Meeting Date: _____
Adjournment Time: _____

Chairperson Signature:

Date: _____

Secretary Signature:

Date: _____

Important Notes:

- Minutes should be accurate, objective, and free of personal opinions.
- Record all decisions, motions, and action items clearly, including responsible persons and deadlines.
- Minutes may be reviewed and approved by the committee at the next meeting.
- Proper documentation supports regulatory and legal compliance.
- Maintain confidentiality; distribute minutes only to authorized recipients.