

# 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:** \_\_\_\_\_

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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.