

Audit Closure Exit Meeting Minutes

Date:	YYYY-MM-DD
Time:	HH:MM AM/PM
Location:	Conference Room / Virtual
Audit Title/Scope:	Audit of [Process/Department/Area]
Audit Period:	Start Date – End Date

Attendees

- Name, Title – Audit Team Lead
- Name, Title – Auditor
- Name, Title – Auditee
- Name, Title – Observer (if any)

Agenda

- Opening and Welcome
- Review of Audit Objectives and Scope
- Summary of Audit Findings
- Discussion and Clarifications
- Agreed Actions and Deadlines
- Closing Remarks

Summary of Audit Findings

- Finding 1: [Brief Description]
- Finding 2: [Brief Description]
- Finding 3: [Brief Description]

Agreed Actions & Responsibilities

Action Item	Responsible	Due Date
[Describe action]	[Name/Department]	[YYYY-MM-DD]
[Describe action]	[Name/Department]	[YYYY-MM-DD]

Discussion Points

- [Summary of discussions, agreements, clarifications]
- [Key concerns or suggestions raised]

Closing Remarks

[Thank all participants, reiterate the importance of agreed actions, confirm understanding of follow-up processes.]

Important Notes

- Meeting minutes provide an objective summary of the audit closure discussion.

- Clearly identify all action items and responsible parties for follow-up.
- Minutes should be distributed promptly to all attendees and stakeholders.
- Retention of signed/approved minutes is critical for audit trail and compliance.