

# Audit Closure Exit Meeting Minutes

## 1. Meeting Information

Date:	[Insert Date]
Location:	[Insert Location / Virtual Link]
Audit Title:	[Insert Audit Title]
Audit Period:	[Insert Audit Period]

## 2. Attendees

- [Name & Role]
- [Name & Role]
- [Name & Role]
- [Add more as needed]

## 3. Purpose of Meeting

To formally close the audit and communicate the results, discuss management responses to audit findings, verify the completion status of action items, and agree upon follow-up measures.

## 4. Summary of Key Findings

- [Concise summary of main findings/issues identified during the audit]
- [Any recurring issues]
- [Areas of good practice]

## 5. Management Response

- [Summary of management responses to findings]
- [Corrective action plans agreed or implemented]

## 6. Action Items & Deadlines

Action Item	Responsible Person	Due Date	Status
[Action description]	[Name]	[Date]	[Open/Closed]

## 7. Next Steps / Follow-up

- [Agreed next steps or follow-up audits]
- [Monitoring & reporting requirements]

## 8. Closing Remarks

[Brief summary, appreciation, any concluding comments]

## Important Notes

- Minutes should objectively and accurately reflect discussions and decisions made.
- Circulate minutes promptly to all relevant stakeholders for review and confirmation.
- Record of minutes may be used as future audit evidence and for follow-up reviews.
- Sensitive findings or agreed actions should be appropriately documented and handled confidentially.