# Recommended Exit Meeting Minutes Content (Audit Closure)

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| **Audit Title:** | Internal Audit of XYZ Process |
| **Date of Exit Meeting:** | April 15, 2024 |
| **Location:** | Main Conference Room / Virtual |
| **Attendees:** | <ul><li>Audit Team Lead: Jane Doe</li><li>Auditee Representative: John Smith</li><li>Process Owner: Emily Chen</li><li>Other Attendees: [List Names]</li></ul> |

## 1. Introduction

The meeting was opened by the Audit Team Lead who thanked participants for their cooperation during the audit engagement. The purpose and agenda of the exit meeting were outlined.

## 2. Audit Scope and Objectives

The scope and objectives of the audit were reviewed. The audit covered [briefly describe the scope and objectives].

## 3. Summary of Audit Findings

The following summary of audit findings was presented:

- **Number of Observations:** 4
- **Number of Non-conformities:** 1
- **Number of Opportunities for Improvement:** 3

Key findings and examples were discussed with the auditee, and details will be provided in the formal report.

## 4. Recommendations

The audit team provided recommendations for each non-conformity and opportunity for improvement. The auditee is encouraged to address these points for enhanced process effectiveness and compliance.

## 5. Auditee Responses and Comments

The auditee acknowledged the findings and provided initial responses. Additional clarifications or evidence will be submitted as needed.

## 6. Concluding Remarks

The audit team thanked all participants for their time and support. The formal audit report will be distributed by [date]. Management's responses and corrective action plans are expected within [timeframe].

The meeting was adjourned at [time].

**Important Notes:**

- This document provides a factual summary of discussions and agreements made at the audit exit meeting.
- Minutes should be circulated promptly to all relevant stakeholders for review and confirmation.
- Ensure that all action items and responsibilities are clearly documented.
- Retention of meeting minutes supports transparency and serves as a record for future reference and follow-up.