

Exit Meeting Minutes for Audit Closure

1. Meeting Details

Date:	
Time:	
Location:	
Audit Title:	

2. Attendees

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3. Purpose of the Meeting

4. Summary of Audit Findings

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5. Management Responses

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6. Agreed Actions & Responsibilities

Action Item	Responsible Person	Deadline

7. Conclusion

8. Signatures

Name	Role	Signature	Date

Important Notes

- This document serves as the official record of the audit exit meeting and closure.
- Ensure all action items, responsible persons, and deadlines are clearly documented.
- Meeting minutes should be reviewed and confirmed by all key attendees.
- Retention of signed minutes is important for future reference and audit trail.
- Amendments to the minutes should be agreed upon by all parties involved.