

# Audit Closure Exit Meeting Agenda

Audit Title	_____
Date	_____
Location	_____
Time	_____
Facilitator	_____
Attendees	_____

## Agenda

1. Welcome and Introductions
2. Objectives of the Exit Meeting
3. Summary of Audit Process
4. Overview of Audit Findings
5. Discussion of Significant Issues or Observations
6. Response to Findings & Management Comments
7. Agreed Actions and Timelines
8. Next Steps in Audit Closure
9. Questions & Open Discussion
10. Meeting Closure

## Key Audit Findings

- Finding 1: \_\_\_\_\_
- Finding 2: \_\_\_\_\_
- Finding 3: \_\_\_\_\_
- Additional findings or comments: \_\_\_\_\_

## Action Points & Responsible Parties

Action Item	Responsible	Due Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Next Steps

- Distribution of Exit Meeting Minutes
- Implementation of Agreed Actions
- Follow-up Audit (if required)

## Important Notes

- This template is to be updated and customized based on each audit's unique requirements.
- All participants should review the agenda before the meeting.
- Ensure all action items are clearly assigned and tracked for closure.
- Meeting documentation should be formally recorded and securely stored for future reference.
- Confidentiality must be maintained for all audit-related documents and discussions.