

Exit Meeting Agenda

Internal Audit Closure

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

Agenda

- 1. Opening and Introductions
- 2. Review of Audit Objectives and Scope
- 3. Summary of Audit Process
- 4. Presentation of Audit Findings:
 - Observations
 - Nonconformities/Areas for Improvement
 - Strengths and Best Practices
- 5. Discussion of Root Causes (if applicable)
- 6. Management Responses and Planned Actions
- 7. Follow-Up and Closure Actions
- 8. Questions & Clarifications
- 9. Confirmation of Agreement on Audit Findings
- 10. Closing Remarks

Action Items

Action	Responsible Person	Due Date
_____	_____	_____
_____	_____	_____

Next Steps & Follow-Up

Outline of required follow-up actions, responsibilities, and timeframes agreed upon during the meeting.

Important Notes

- This agenda is a standard template and should be customized per audit and organizational requirements.
- Documenting attendees and all key discussion points is essential for transparency and accountability.
- Ensure that all agreed actions and deadlines are clearly recorded and tracked post-meeting.
- The exit meeting provides an opportunity for clarification and agreement; unresolved issues should be noted for further review.