

IT Audit Closure Exit Meeting Agenda

Date:	_____
Time:	_____
Location:	_____
Attendees:	_____
Facilitator:	_____
Audit Reference:	_____

Meeting Objectives

- Summarize audit findings and observations
- Discuss agreed actions and management responses
- Clarify outstanding issues, if any
- Confirm closure and next steps

Agenda

Time	Agenda Item	Presenter
00:00 - 00:10	Opening and Introductions	Facilitator
00:10 - 00:25	Summary of Audit Process	Lead Auditor
00:25 - 00:40	Discussion of Findings and Recommendations	Audit Team
00:40 - 00:50	Management Response & Action Plan	Management
00:50 - 01:00	Outstanding Issues/Queries	All Participants
01:00 - 01:10	Formal Closure of Audit	Lead Auditor
01:10 - 01:15	Q&A and Next Steps	Facilitator

Important Notes

- This document should be customized to fit the specific audit and organization context.
- All significant findings and agreed actions must be formally recorded during the meeting.
- Attendance and acknowledgment of participants are critical for audit closure.
- The agenda ensures a structured, transparent, and accountable closure process.
- Retain this document as part of the official audit records.