

Decision-Tracking Compliance Meeting Record

Date: 2024-06-12

Time: 10:00 AM - 11:30 AM

Location: Conference Room B

Facilitator: Jane Doe

Recorder: John Smith

Attendees

- Jane Doe (Compliance Officer)
- John Smith (Secretary)
- Emily Carter (Legal Advisor)
- Michael Lee (Operations Manager)
- Sarah Blythe (HR Manager)

Agenda

- Review of Previous Compliance Decisions
- Discussion of New Compliance Requirements
- Assignment of Action Items
- Open Issues and Follow-Up

Key Decisions & Action Items

Decision/Action	Responsible	Deadline	Status
Update compliance training materials	Sarah Blythe	2024-06-30	In Progress
Distribute new policy to all staff	Michael Lee	2024-06-20	Pending
Legal review of regulatory changes	Emily Carter	2024-06-18	Completed

Open Issues

- Clarification needed on reporting frequency for new regulation.
- Pending feedback from IT on implementation feasibility.

Next Meeting

Date: 2024-07-10

Time: 10:00 AM

Location: TBD

Important Notes:

- This record serves as the official documentation of compliance-related decisions.
- All assigned actions should be tracked and updated at each subsequent meeting.
- Records must be stored securely and made available for audits if required.
- Attendance and accountability are essential for compliance continuity.