

# 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.