

# Regulatory Compliance Discussion Minutes

Date:	2024-06-12	Time:	10:00 AM - 11:30 AM
Location:	Conference Room A	Meeting Facilitator:	Jane Smith
Attendees:	Jane Smith, John Doe, Emily Tan, Raj Kumar, Lisa Ng		
Absentees:	None		

## Agenda

- Review of Previous Compliance Issues
- Updates on New Regulatory Requirements
- Discussion of Current Compliance Processes
- Assignments and Timeline for Action Items
- Any Other Business

## Discussion Points

- Previous Compliance Issues:**
  - Jane Smith provided an update on the resolution of the issues identified in the last audit.
  - All outstanding items have been closed.
- New Regulatory Requirements:**
  - Emily Tan briefed on the new data privacy regulation effective July 2024.
  - Team agreed to review current processes for adherence.
- Compliance Processes:**
  - John Doe presented a gap analysis conducted on current procedures.
  - Suggestions made for additional staff training.
- Action Items:**
  - Assign leads for policy updates (Raj Kumar).
  - Schedule mandatory training for all departments (Lisa Ng by 30 June).
- Other Business:**
  - No additional points raised.

## Action Items & Responsible Parties

Action Item	Responsible	Deadline
Review and update policies per new regulation	Raj Kumar	20 June 2024
Organize compliance training for employees	Lisa Ng	30 June 2024

## Next Meeting

Date: 2024-07-10

Time: 10:00 AM

Location: Conference Room A

## Minutes Prepared By

John Doe  
Compliance Officer

## Important Notes

- Regulatory Compliance Discussion Minutes must accurately document discussions and decisions for reference and audit purposes.
- Action items, responsible parties, and deadlines should be clearly stated to ensure accountability.

- Distribution of the minutes should be timely—ideally within two working days after the meeting.
- Keep the format concise and focused; avoid unnecessary details.
- Ensure sensitive information is handled and distributed according to internal data protection policies.