

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.