

Entrance Meeting Agenda Template

Audit [include the designation of the auditee]
 Client:
 Audit: [include the type of audit and the name of the system/process that is subject to auditing]
 Date: [include the date of the meeting]
 Venue: [include the name / location of the venue]

#	Matters for discussion	Responsibility
1	Introduction	[Audit Client and HIAU/lead Internal Auditor]
2	Presentation and adoption of the agenda	[All]
3	Declaration of interest	[All]
4	Purpose of the audit engagement	[HIAU/lead Internal Auditor]
5	Overview of the area under review and engagement expectations or concerns	[Audit Client]
6	Resource requirements and engagement communication protocols	[Audit Client and HIAU/lead Internal Auditor]
7	Closing Remarks	[Audit Client and HIAU/lead Internal Auditor]

The HIAU to make appropriate amendments to the agenda items