

Entrance Meeting Minutes Template

MINUTES OF THE ENTRANCE MEETING OF [insert Audit Engagement] HELD ON [insert date] IN THE [insert location] AT [insert time]

Present

Name	Designation	Department
[insert name]	[insert designation]	[insert department]

Apologies

Name	Designation	Department
[insert name]	[insert designation]	[insert department]

Agenda

1. Introduction
2. Presentation and adoption of agenda
3. Declaration of interest
4. Purpose of the audit engagement
5. Overview of area under review and engagement expectations or concerns
6. Resource requirements and engagement communication protocols
7. Closing Remarks

Point of Discussion	Action By	Responsibility
Min. 1 Introduction		[Audit Client and IA Team Leader]
Min. 2 Presentation and adoption of agenda		[Audit Client and IA Team Leader]
Min. 3 Declaration of interest		
[insert conflict of interests]	[insert name & Designation]	[insert name & Designation]

Point of Discussion	Action By	Responsibility
[insert conflict of interests]	[insert name & Designation]	[insert name & Designation]
Min. 4 Purpose of the audit engagement		
The minutes may capture the; i. Purpose of the Meeting ii. Audit objective iii. Audit scope] iv. Overview of the phases of the Internal Audit process		[Internal Audit Team Leader]
Min. 5 Overview of area under review and engagement expectations or concerns		[Audit Client]
Min. 6 Resource requirements and engagement communication protocols		
i.	[insert name & Designation]	[insert name & Designation]
ii.	[insert name & Designation]	[insert name & Designation]
Min. 7 Closing Remarks		

Prepared by [IA Team Leader]:

Acknowledged by [Audit Client]:

Name

Name

Date:

Date:

Notes:

1. The minutes may record other relevant agenda items .
2. The agenda of entrance meeting must be aligned to the planning memorandum