

## Exit Meeting Agenda Template

Audit Client: [include the designation of the audit 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	<b>Welcoming and introductions</b>	[Audit Client and HIAU/lead Internal Auditor]
2	<b>Presentation and Adoption of Agenda</b>	All
3	<b>Declaration of interest</b>	All
4	<b>Recap of the audit objectives and scope</b>	[HIAU/lead Internal Auditor]
5	<b>Discussion of the draft audit findings</b>	[Audit Client and HIAU/lead Internal Auditor]
6	<b>Concerns of the audit client regarding the engagement</b>	[Audit client]
7	<b>Engagement Communication</b>	[HIAU/lead Internal Auditor]
8	<b>Audit client satisfaction survey</b>	
9	<b>Closing Remarks</b>	[Audit Client and HIAU/lead Internal Auditor]

Note: Draft audit findings annexed  
 The HIAU to make appropriate amendments to the agenda items