

Exit Meeting Minutes Template

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

**Present**

<b>Name</b>	<b>Designation</b>	<b>Department</b>
[insert name]	[insert designation]	[insert department]

**Apologies**

<b>Name</b>	<b>Designation</b>	<b>Department</b>
[insert name]	[insert designation]	[insert department]

**Agenda**

1. Welcoming and introductions
2. Presentation and Adoption of Agenda
3. Declaration of interest
4. Recap of the audit objectives and scope
5. Discussion of the draft audit findings
6. Concerns of the audit client regarding the engagement
7. Engagement Communication
8. Audit client satisfaction survey
9. Closing remarks

<b>Point of Discussion</b>	<b>Action By</b>	<b>Responsibility</b>
<b>Min. 1 Welcoming and Introductions</b>		[Audit Client and IA Team Leader]
<b>Min. 2 Presentation and Adoption of Agenda</b>		[Audit Client and IA Team Leader]
<b>Min. 3 Declaration of interest</b> Insert conflict of interests		[insert name & Designation] [insert name & Designation]
<b>Min. 4 Recap of the audit objectives and scope</b>		

Point of Discussion	Action By	Responsibility
Recap to include information on whether the audit objectives were achieved and any limitation of scope		[IA Team Leader]
<b>Min. 5 Discussion of the draft audit findings</b>		
Discussion to include; <ul style="list-style-type: none"> <li>i. significant observations,</li> <li>ii. feasibility of the internal auditor recommendations</li> <li>iii. Obtaining feedback from audit client</li> </ul>		[Audit Client and IA Team Leader]
<b>Min. 6 Concerns of the audit client regarding the engagement</b>		
		[Audit Client]
<b>Min. 7 Engagement Communication</b>		
Discussions to include timeframe for <ul style="list-style-type: none"> <li>i. Issuing draft audit report</li> <li>ii. Audit client to furnish internal audit function with management action plan</li> <li>iii. Issuing final audit report</li> <li>iv. Distribution of the draft and final audit report</li> </ul>		[Audit Client and IA Team Leader]
<b>Min. 8 Audit client satisfaction survey</b>		
<ul style="list-style-type: none"> <li>i. Issuing audit satisfaction survey form</li> <li>ii. Agreeing on timelines to receive feedback on the satisfaction survey</li> </ul>		[Audit Client and IA Team Leader]
<b>Min. 9 Closing remarks</b>		

Prepared by [IA Team Leader]:

Acknowledged by [Audit Client]:

Name

Name

Date: .....

Date: .....

Note: The exit meeting minutes may record other relevant agenda items