

## Template 34: Exit Meeting Agenda and Minutes

**Exit Meeting Agenda**

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	<b>Welcome and introductions</b>	[Audit Client and HIAU/lead Internal Auditor]
2	<b>Discussion of the draft findings</b> <ul style="list-style-type: none"> <li>• Presentation of significant observation</li> <li>• Obtaining feedback from audit client</li> <li>• Agreeing on the timeframe for               <ol style="list-style-type: none"> <li>i. Issuing draft report</li> <li>ii. Audit client to furnish IAU with final comments</li> <li>iii. Issuing final report</li> </ol> </li> <li>• Agreeing on distribution of the draft and final report</li> </ul>	[Audit Client and HIAU/lead Internal Auditor]
4	<b>Additional concerns that the audit clients may have regarding the audit</b>	[Audit client]
5	<b>Audit satisfaction survey</b> <ul style="list-style-type: none"> <li>• Issuing audit satisfaction survey form</li> <li>• Agreeing on timelines to receive feedback</li> </ul>	[HIAU/lead Internal Auditor]
6	<b>Other matters</b>	[Audit Client and HIAU/lead Internal Auditor]
7	<b>Closing</b>	[IA Team Leader]

The HIAU to make appropriate amendments to the agenda items

**Exit Meeting Minutes**

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**In Attendance**

[insert name] [insert designation]

**Absent with Apology**

[insert name] [insert designation]

**Absent without Apology**

[insert name] [insert designation]

#	Matters Arising	Action Required	Responsible
1	[should be aligned to the agenda]	[outcome of the discussion on the agenda item]	[person to implement the required action item]
2			
3			
4			

#	Key Contacts Name	Designation	Contact number	E-mail address
1				
2				
3				
4				

**Approval**

<b>[Head of Internal Audit Unit]</b>	<b>[Audit Client]</b>
<b>[Signature]</b>	<b>[Signature]</b>
<b>[Date]</b>	<b>[Date]</b>