

# Pre-Audit Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

## Attendees:

- [Name 1]
- [Name 2]
- [Name 3]
- [Name 4]

## Agenda Items:

1. Introduction and Purpose of Audit
2. Overview of Data Privacy Policies and Procedures
3. Review of Data Collection and Processing Activities
4. Assessment of Data Protection Measures
5. Discussion on Compliance with Relevant Regulations (e.g., GDPR, CCPA)
6. Identifying Areas for Improvement
7. Q&A Session
8. Next Steps and Action Items

## Closing Remarks:

Thank you for your participation. We look forward to a productive meeting.