

Pre-Audit Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Participants:

- [Name, Title]
- [Name, Title]
- [Name, Title]
- [Name, Title]

Agenda Items:

1. Welcome and Introductions
2. Overview of Audit Objectives
3. Discussion of Internal Controls Framework
4. Review of Key Areas of Focus
5. Roles and Responsibilities During the Audit
6. Questions and Open Discussion
7. Next Steps and Action Items

Closing Remarks

[Name, Title] will provide closing remarks and outline the timeline for the audit process.

Contact Information:

If you have any questions prior to the meeting, please contact:

[Your Name]

[Your Title]

[Your Email]

[Your Phone Number]