

Pre-Audit Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Attendees: [List of Attendees]

Agenda

1. Welcome and Introductions
2. Purpose of the Meeting
3. Overview of the Audit Process
4. Discussion of Operational Areas to be Reviewed
5. Review of Relevant Policies and Procedures
6. Questions and Clarifications
7. Next Steps and Action Items
8. Closing Remarks

For any inquiries, please contact [Contact Person] at [Contact Information].

Thank you.