

Pre-Audit Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Attendees: [List of Attendees]

Agenda Items:

1. Welcome and Introduction
2. Overview of Audit Objectives
3. Discussion of Performance Metrics
4. Review Audit Scope and Criteria
5. Timeline and Key Milestones
6. Responsibilities and Roles
7. Q&A Session
8. Next Steps and Closing Remarks

Thank you for your participation. Looking forward to a productive meeting.

Best regards,

[Your Name]

[Your Position]

[Your Organization]