

# Pre-Audit Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Prepared by: [Insert Name]

## Agenda Items:

1. Welcome and Introductions
2. Review of the Audit Objectives
3. Overview of Regulatory Compliance Areas
4. Discussion of Required Documentation
5. Timeline and Key Milestones
6. Roles and Responsibilities
7. Questions and Answers
8. Next Steps

## Participants:

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

## Contact Information:

[Insert your contact information]