

# Pre-Audit Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

## Attendees:

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

## Agenda Items:

1. Welcome and Introductions
2. Overview of Audit Objectives
3. Resource Allocation Framework
4. Discussion on Current Resource Utilization
5. Identifying Gaps and Recommendations
6. Action Items and Next Steps
7. Q&A Session

## Closing:

Thank you for your participation. We look forward to a fruitful discussion!