

Pre-Audit Meeting Agenda for Risk Assessment

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Attendees: [List of Attendees]

Agenda Items

1. Introduction and Welcome
2. Objectives of the Pre-Audit Meeting
3. Overview of Audit Scope
4. Discussion of Risk Assessment Criteria
5. Review of Previous Audit Findings
6. Identification of Key Risk Areas
7. Planning Audit Activities
8. Questions and Answers
9. Next Steps and Closing Remarks

We look forward to your participation in the meeting.