

Pre-Audit Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Attendees:

- [Stakeholder Name 1]
- [Stakeholder Name 2]
- [Stakeholder Name 3]

Agenda Items:

1. Welcome and Introductions
2. Overview of Audit Objectives
3. Review of Audit Scope and Methodology
4. Discussion of Stakeholder Roles and Responsibilities
5. Timeline and Key Milestones
6. Questions and Answers
7. Next Steps and Closing Remarks

Confirmation:

Please confirm your attendance by [Insert Confirmation Deadline].

Thank you,

[Your Name]

[Your Position]

[Your Organization]