# Post-Audit Meeting Agenda Template

AGENDA

**Post-Audit Meeting**

**Date:**

**Time:**

**Location:** [List site location or if Remote virtual platform]

**Attendees:** Attendee List

|  |  |
| --- | --- |
| **Introductions** | *lead auditor* |
| **Audit Review**   * Review of process and scope * Report on key strengths and deficiencies * Potential for limited scope audit (if applicable) | *lead auditor* |
| **Next Steps**   * Submission to CCSA for quality assurance review * Final Audit Report and Executive Summary provided on approval * Action Plan development | *lead auditor* |
| **Questions or Comments** | *round table* |

**Additional Information:**

Use this section for additional information, comments, or instructions.