# 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.