# Post-Audit Meeting Agenda

AGENDA

**Date:**

**Time:**

**Location:**

**Attendees:** *Attendee List*

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| **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 PDF provided by the auditor after receiving CCSA QA Reviewer approval
* Action Plan development
 | *lead auditor* |
| **Questions or Comments** | *round table* |

**Additional Information:**

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