



## Opening Meeting Agenda

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1. Welcome
2. Sign In sheet (CIS-F105)
3. Introductions
4. Review of Audit Objective/Scope as stated on the Internal Audit Notification (CIS-F100)
5. Questions regarding Objective/Scope
6. Are there any additional concerns/changes that need to be addressed?
7. Discuss Audit timetable
8. Discuss Audit Methodology: Interview Specifics and (CIS-G002) 21 Questions
9. Questions regarding Audit Methodology
10. Documents Review
11. Confirmation of formal communication channels between the Audit Team and the Auditee.
12. Are there any confidentiality issues the Audit Team needs to be aware of?
13. Briefly discuss the closing meeting: Interview Reports, Concerns and Internal Audit Report (CIS-F108)
14. Schedule Closing Meeting
15. Final questions/comments
16. Closing