



Opening Meeting Agenda

1. Welcome
2. Sign In sheet
3. Introductions
4. Review of Audit Objective/Scope as stated in the Internal Audit Notifications
5. Questions regarding Objective/Scope
6. Are there any additional concerns/changes that need to be addressed?
7. Discuss Audit timetable
8. Schedule Closing Meeting
9. Discuss Audit Methodology: Interview Specifics and Interview Questions
10. Questions regarding Audit Methodology
11. Documents Review
12. Confirmation of formal communication channels between the Audit Team and the Auditee.
13. Are there any confidentiality issues the Audit Team needs to be aware of?
14. Discuss the Method of Reporting: Interview Reports, Corrective Actions and Internal Audit Report
15. Final questions/comments
16. Closing