



Standard closing meeting agenda

This document is an example of the content covered in a Standard closing meeting.

Meeting duration: 20–30 minutes

#	Agenda item
1	<u>Acknowledgement of Country</u>
2	Introductions and meeting purpose The purpose of this meeting is to: <ul style="list-style-type: none">• tell you our preliminary audit findings and ratings• give you feedback about your good practices and any non-conformances• listen to your feedback and answer your questions• explain the audit reporting process and timeframes• explain how we will ask for your feedback on the audit.
3	Overview of preliminary findings and audit ratings
4	Our feedback
5	Your feedback and questions
6	Audit reporting
7	Giving us your feedback
8	Meeting close

