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| **Meeting Title** |  | **Date** |  |

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| **Attendee** | **Designation** | **Company** |
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| **Minute No.** | **Minutes** | **Action By** | **Target Date** |
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| 01 | Status of actions from previous management review | Lead Auditor | All Auditees |
| 02 | Review of the quality policy | *Auditor Name* | *Auditee Name* |
| 03 | Review of external and internal issues | *Auditor Name* | *Auditee Name* |
| 04 | Review of interested parties and their needs and expectations | *Auditor Name* | *Auditee Name* |
| 05 | Review risks and opportunities | *Auditor Name* | *Auditee Name* |
| 06 | Review of the quality objectives | *Auditor Name* | *Auditee Name* |
| 07 | Nonconformity and corrective action review | *Auditor Name* | *Auditee Name* |
| 08 | Review of audit results | *Auditor Name* | *Auditee Name* |
| 09 | Customer satisfaction evaluation results | *Auditor Name* | *Auditee Name* |
| 10 | Review performance evaluations of major suppliers | *Auditor Name* | *Auditee Name* |
| 11 | Availability of resources and the requirement of new resources | *Auditor Name* | *Auditee Name* |
| 12 | Opportunities for improvement | *Auditor Name* | *Auditee Name* |

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| **END** *(this indicates the end of the meeting minutes)* |