**Management Review and Meeting Agenda**

Version:

Date:

Classification

# Management Review Minutes

The [name] had a meeting on [day], and the following people were present:

[name]

The meeting's goal was to assess the Information Security Management System's appropriateness, sufficiency, and effectiveness (ISMS).

At the meeting, the following documents or information were discussed:

1. [name and date of internal audit report], [name and date of external audit report], [names and dates of other internal reviews, as well as reviews of suppliers and/or outsourcing partners]
2. [document or description of feedback received from interested parties]
3. [documents or description of methods, products or procedures, as well as emerging good practice and guidance, which can be used to improve effectiveness of the ISMS]
4. [Risk assessment and risk treatment report and implementation status from Risk treatment plan]