|  |  |  |
| --- | --- | --- |
| **Client:** | **$(client)** | |
| **Period end date:** | **$(start) - $(end)** | |
| **Ref. no.:** |  | |
| **Prepared by:** | $(user) | **Date:** |
| **Approved by Manager:** |  | **Date:** |
| **Approved by Partner:** |  | **Date:** |

# **Guidance (click to expand):**

This template is designed to serve as a documentation template for engagement team's review of minutes of meetings of shareholders, directors and other oversight bodies. Engagement team is required to document the matters identified as of potential significance to the audit. The engagement team shall also ensure that the document remains appropriate.

# **Minutes Review**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Documentation of meetings** | | | | **Documentation of key minutes** | |
| **Meeting date** | **Meeting type (e.g. shareholders, directors and other oversight bodies)** | **Attendees** | **Leave of absence** | **Key points noted** | **Matters of potential significance to the audit** |
| [text] | [text] | [text] | [text] | [text] | [text] |