[Company Name & Logo]

**ISO 27001 Management Review Meeting**

**[Meeting Date]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Location | Participants | Facilitator | Recorder |
| [dd/mm/yyyy] | [Location] | [Names and roles] | [Facilitator name] | [Person taking notes] |

# 1. Agenda

* Review of previous meeting minutes
* ISO 27001 performance and objectives
* Key risks and incidents
* Compliance status and updates
* Required resources and improvements
* Action items and next steps

# 2. Summary of Discussions

* **Performance Overview:** [Summary of ISMS performance]
* **Key Risks/Incidents:** [Summary of recent risks/incidents]
* **Compliance:** [Legal or regulatory updates]
* **Improvement Needs:** [Discussed resource or process improvements]

# 3. Action Plan

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Responsible | Due Date | Status |
| [Task] | [Person] | [dd/mm/yyyy] | [Open/Closed] |

# 4. Next Meeting

* **Date:** [dd/mm/yy]
* **Location:** [Location]
* **Key Topics for Next Meeting:**

**[Facilitator Name]**

**[Job Title] :**