# Hosting Monthly Risk Management Meeting

Meeting Requirements

* Meeting must have minutes or be recorded (where applicable label or mark content accordingly for retention)
* Meeting must have a quorum

# Common Introduction to begin Meeting

Hello and thank you for attending todays Monthly Risk Management Meeting. Our objective is to review elements of your Security Score, Compliance Manager, and Risk Register. This meeting is a function of Quadrant 2 time-management activities (so no 1, 3, or 4 issues). We are here to plan and prepare for risks, or to direct / remediate risk outcomes we have uncovered. As a reminder, our risk register is a simple list of priority items that are abstract from Security and Compliance recommended actions, while specific to general goals and objectives. For example, Identity Management is a common item that has interdependencies across the organization and systems. If you are new to this process, we simple strive to talk in general terms we agree on in the Risk Register. This helps us stay in Quadrant 2 by focusing on general risk decisions that have simple names applied, while leaving the details to be worked out in subsequent steps. Here is our Agenda:

* Introduction / Quorum / Minutes (are we all here and ready)
* Status Review - Last Meeting Outcomes / Deliverables (here is what happened last time)
* New Business (anything important to start with – new risks?)
* Risk Review (review each item as time permits, if not enough time, then that too is a risk)
  + Choose top priorities and juxtapose to current recommended actions, giving more weight to Secure Score (be proactive)
  + Outline or update goals and objectives (begin with the end in mind)
  + Discuss and determine the best course of action (think win win)
  + Assign priorities (put first things first)
  + Assign roles and responsibilities (P vs PC)
* Record outputs / deliverables
* Verify next meeting date
* Meeting close