Information Security Steering Group Meeting Minutes

Classification: **Confidential**

This document must be restricted to those with a specific need within their role.

**Date**: [date of meeting ]

**Attendees**:

* [list of attendees]

**Apologies**:

* [list of apologies]

**Supporting** **Materials**:

* [Link to any presentations or supporting documents]

# Minutes

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| --- | --- | --- | --- |
| **Ref** | **Item** | **Detail** | **Actions** |
| 1 | **Opening Remarks -** Brief recap of security status. |  |  |
| 2 | **Monitoring & KPIs review**   * **Incident Report Review**: Discuss any security incidents and responses. * **Risk Review**: Summarise any new or updated risks the group monitors. * **KPI & Metrics Review**: Review report on KPIs and ISMS Metrics |  |  |
| 3 | **Project Updates**: Update on ongoing and upcoming security projects. |  |  |
| 4 | **Compliance Review**: Updates on legal and regulatory compliance. |  |  |
| 5 | **Resource Allocation**: Discuss needs and priorities. |  |  |
| 6 | **Any Other Business**: Open floor for other concerns. |  |  |