

## Management Review Agenda and Minutes - ISMS

### HackTech

#### MEETING:

DATE	TIME (IST)	PLACE / Virtual
		HackTech Conference Room / Virtual (Google Meet)

Name	Title – Function	Present/Absent	Mode
	CEO & MD	Present	Office
	Director	Present	Virtual
	CISO		
	VP- Ops/ Delivery		
	Manager-Admin		
	VP - HR		
	IT-Sys Admin		
	ISMS - Executive		

#### PREPARATION AND INPUTS:

ISMS Transition and implementation planning, Planning Internal Audit, Improvements...

#### MEETING OBJECTIVE:

Management review of the Information Security Management System as per **Clause 9.3** of ISO 27001:2022, to ensure suitability, adequacy and effectiveness. The review is to include an assessment of opportunities for improvement and any potential changes to the ISMS, and their alignment with business objectives and strategy. To make sure the continued smooth working of the ISMS, post Certification and compliance status of each function/ process.

## Agenda &amp; Minutes:

AGENDA ITEM	OUTCOMES / DECISIONS	ACTIONS TO BE TAKEN, COMMUNICATIONS REQUIRED	Responsibility & Target Date
1) Minutes / Actions from Previous Meeting	<ul style="list-style-type: none"> <li>Close Out all the NCs of IA- <b>DATE</b> and NCs of External Audit: Respective Function Heads</li> </ul>	All NCs – Internal & External Audits are closed	<ul style="list-style-type: none"> <li>Function Heads</li> <li>VP, Ops</li> </ul>
2) Planning ISMS Transition and implementation	<ul style="list-style-type: none"> <li>Change of ISMS from 2013 to 2022 version</li> </ul>	<ul style="list-style-type: none"> <li>All the upgradation related changes have to be done across the ISMS – Policies, Procedures, Records/ Templates</li> <li>Included in ISMS Manual, External Issues and in Org. level Risk Register</li> </ul>	<ul style="list-style-type: none"> <li>Director &amp; CEO</li> <li>All Dept. Heads</li> <li>Infosec</li> </ul>
3) Risk Assessment	Risk assessment treatment register to be updated as per 2022 version. There are significant Changes like updating the controls as per Annex A of 2022 version and addition of new risks based on new controls	Documents Review with CISO	<ul style="list-style-type: none"> <li>Director, Function Heads &amp; On-going</li> </ul>
4) Plan Internal Audits	Internal Audit planned for <b>DATE</b> .	Ready for Internal Audit	<ul style="list-style-type: none"> <li>Function Heads</li> </ul>
5) Continual Improvement/s	Since Last MR, as below:		
a.	OWASP TOP 10 Awareness Training.	<b>NUMBER</b> of employees attended live Training on <b>DATE</b> . A follow-up Quiz has been rolled out. Other employees are being followed up for completion with the recording of the Training	<ul style="list-style-type: none"> <li>HR</li> </ul>
b.	Internal VAs	InfoSec Executive is conducting regular internal VAs. This is conducted as per a plan or based on certain urgency.	<ul style="list-style-type: none"> <li>Director, InfoSec office</li> </ul>

**SUMMARY OF REVIEW OUTPUTS:**

**Action Items:**

- Close Out all the Internal Audit Findings by **DATE**: Respective Function Heads.
- Planning for ISMS Transition & Implementation.
- Risk Assessment Review.
- Prepare for Internal Audit.

**Prepared by:**

**Date:**

**Reviewed by:**

**Date:**

**Approved By:**

**Date:**