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 Review across all functions, Implementation status of all the new tools, Internal Audit Report and Corrective Action Plan (CAP) Tracker, Objectives and Risk Register Review, VAPT- Vulnerability Report Review, Changes in Context, Planning of Surveillance, Transition 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 & Minutes:

AGENDA ITEM	OUTCOMES / DECISIONS	ACTIONS TO BE TAKEN, COMMUNICATIONS REQUIRED	Responsibility & Target Date
1) Changes in External and Internal issues	a. Change of ISMS from 2013 to 2022 version b. The external and internal issues have been reviewed. Coping with Climate Change has been considered as per addendum of 2024	• All the upgradation related changes have been done across the ISMS – Policies, Procedures, Records/ Templates • Included in ISMS Manual, External Issues and in Org. level Risk Register	• Director & CEO • All Dept. Heads
2) Feedback from interested parties	Feedback has been received from Five Customers – 4 customers are 4/5 & above and 1 customer – 3 rating	Reasons for lesser Rating based on the Parameters marked be analyzed and the same be improved by next cycle.	• Target Date: • VP, Ops
3) Risk Assessment	Risk assessment treatment register reviewed on DATE, before Internal Audit. There are significant Changes like updating the controls as per Annex A of 2022 version and addition of new risks based on new controls	Reviewed on DATE.	• Director, Function Heads & On-going
4) External VAPT	The External VAPT by 3rd Party has been conducted and report received on DATE.	There were 3 critical and 6 Medium vulnerabilities identified in Servers (External & Internal). On the Firewall there were ZERO vulnerabilities – Good Point. JIRA Ticket has been initiated for closure of all the vulnerabilities as per the defined timelines: Critical: 2, High: 2, Medium: 15 and Low: 2	• Sys Admin, InfoSec and Director • Target date:
5) Audits: Corrective Actions for NCs and Audit Results	• Internal Audit report done on DATE and the findings were reviewed. There were 3 NCs, 12 Minor NCs & 7 OFIs; that were discussed. Current Status explained. • Audit Plans: Shown	• As per the IA Tracker, 1 NC and 2 minor NCs & 1 OFIs are still WiP, and all others are closed as on date. Plans are in place to close the open Findings. • IAs in DATE and DATE	• Function Heads • Close by DATE

		• MRs in May and DATE	
6) Continual Improvement/s	Since Last MR, as below:		
a.	ISMS Awareness Training based on 2022 version	69 employees attended live Training by CISO on DATE. A follow-up Quiz has been rolled out. Other employees are being followed up for completion with the recording of the Training	• VP, HR
b.	Internal VAs	InfoSec Executive is conducting regular internal VAs. This is conducted as per a plan or based on certain urgency.	• Director, InfoSec office
c.	Introduction of new Products	A new set of products in alignment with the business goals has been introduced. The products include Technical as well as purely business products which will help our customers conduct their businesses in a much better way	Operations: New products like Product1, Product2 have already been introduced
d.	New Clients	New Clients like Company1, Company2 have come onboard and HackTech is helping them meet their business goals	**Management:** New Clients onboarded
7) Exception Approval	As the Transition to the New version of ISO 27001 has been going on for the last 6 months, the internal Audit and MR have been re-scheduled to DATE and DATE respectively.	Formal ratification & Exception Approval for the verbal approvals taken from Director - Approved	**Director, InfoSec Office and all Function Heads**
8) Certification / Transition Status	External Audit of Transition cum Surveillance planned for DATE.	Ready for external Transition cum Surveillance audit, as per schedule mentioned in the next column	**Director & CISO; Transition:** DATE **Surv2:** DATE

9) Additional Points: **a.** SOC2 – Type II Assessment	HackTech's next milestone is to complete this initiative at the earliest.	Director explained that discussions with 3rd Party initiated for submitting a Proposal; Tentative timeline is 7 to 8 months from start of this, as a Project.	**Director, CISO and VP, Ops**

SUMMARY OF REVIEW OUTPUTS:

Action Items:

- Close Out all the Internal Audit Findings by DATE: Respective Function Heads
- Close out all the VAPT vulnerabilities by DATE: Sys Admin and InfoSec Office
- Initiate Customer Feedback for the next cycle through the HackTech Application (Feedback module) by DATE: VP, Ops
- Proposal for SOC2 – Type II, by DATE by Director

Prepared by:
Date:

Reviewed by:
Date:

Approved By:
Date: