# **Fawzooz AI - AIMS Management Review Minutes**

Meeting Date: [Date]

Meeting Time: [Start Time] - [End Time]

Location: [e.g., Boardroom / Virtual]

Meeting Chair: [Name, e.g., Chief Executive Officer]

Minutes Taker: [Name]

### 1. Attendees

| **Name** | **Title** |
| --- | --- |
| [Name] | Chief Executive Officer |
| [Name] | Chief Technology Officer |
| [Name] | Chief Information Security Officer |
| [Name] | Chief AI Ethics Officer |
| [Name] | Head of Clinical AI |
| [Name] | Data Protection Officer |
| *[Add other attendees as appropriate]* |  |

### 2. Meeting Agenda

1. Call to Order and Approval of Previous Minutes
2. Review of Action Items from Previous Meeting
3. Status of the AIMS (Performance & Effectiveness)
4. Review of Internal Audit Results & Nonconformities
5. Review of AI Risk Register & High-Risk Areas
6. Performance of AI Systems & Feedback from Interested Parties
7. Adequacy of Resources
8. Opportunities for Continual Improvement
9. Decisions and Actions
10. Adjournment

### 3. Review of Previous Action Items

| **Action Item ID** | **Description** | **Owner** | **Status** | **Comments** |
| --- | --- | --- | --- | --- |
| MRM-2025-Q2-01 | Develop enhanced training for developers on the new V&V checklist. | Head of AI Dev | **Closed** | E-learning module launched on [Date]. 95% completion rate. |
| MRM-2025-Q2-02 | Evaluate new tools for automated model drift detection. | CTO | **Open** | Vendor review in progress. Decision expected by [Date]. |
|  |  |  |  |  |

### 4. Status and Performance of the AIMS

*(This section covers the mandatory inputs for the management review as required by ISO 42001.)*

#### 4.1. Internal & External Issues

* **Summary:** Discussion on changes in the organizational context, such as new regulations (e.g., upcoming EU AI Act enforcement), competitor activities in mental wellness AI, and evolving user expectations.

#### 4.2. Performance against AI Objectives

* **Objective 1 (Fairness):** Fairness metrics across key demographic groups for the "Anxiety Support Chatbot" remain within the acceptable threshold of [e.g., <2% variance].
* **Objective 2 (Privacy):** Zero reported data breaches related to AI systems in this period.
* **Objective 3 (Transparency):** User satisfaction score for "explanation clarity" is at 85%, meeting the 85% target.

#### 4.3. Feedback from Interested Parties

* **Users:** Feedback analysis shows a 10% increase in requests for features related to family therapy support.
* **Clinicians:** Positive feedback on the new "Human-in-the-Loop" crisis alert system.
* **Regulators:** No inquiries or actions in this period.

#### 4.4. AI Risk Status

* **Presented by:** CISO
* **Summary:** The AI Risk Register currently contains [e.g., 15 active risks (1 Critical, 4 High, 10 Medium)]. The Critical risk (AI-RISK-008) concerning potential prompt injection vulnerabilities is being actively managed, with a treatment plan on schedule.

#### 4.5. Status of Nonconformities and Corrective Actions

* **Presented by:** Lead Auditor
* **Summary:** Of the 2 nonconformities from the last internal audit (AIMS-AUD-2025-Q3), 1 (NC-002) is closed. NC-001 (Major) is in progress, with corrective actions implemented and pending verification.

#### 4.6. Internal Audit Results

* **Summary:** The overall conclusion of the latest internal audit was [e.g., "generally conformant"]. Key strengths and weaknesses were reviewed as detailed in report AIMS-AUD-2025-Q3.

#### 4.7. Adequacy of Resources

* **Discussion:** The Head of Clinical AI noted a need for two additional licensed therapists to meet the oversight demand projected for the upcoming "Depression Support Module".

### 5. Opportunities for Continual Improvement

* **Discussion:** The CTO proposed exploring federated learning techniques to enhance user privacy by training models without centralizing raw data.
* The CISO suggested commissioning a third-party red team exercise focused specifically on adversarial AI attacks.

### 6. Decisions and Actions Agreed

*(This section documents the formal outputs of the management review.)*

| **Action ID** | **Decision / Action Agreed** | **Owner** | **Due Date** |
| --- | --- | --- | --- |
| **MRM-2025-Q3-01** | Approve the resource request for two additional therapists for the Clinical AI team. | Head of HR / CFO | [Date] |
| **MRM-2025-Q3-02** | Initiate a feasibility study on using federated learning for future AI models. | CTO | [Date] |
| **MRM-2025-Q3-03** | Revise the AI Risk Assessment procedure to explicitly include prompt injection as a standard threat category. | CISO | [Date] |
| **MRM-2025-Q3-04** | Develop a plan and budget for a third-party adversarial AI penetration test to be conducted in the next 6 months. | CISO | [Date] |
|  |  |  |  |

### 7. Adjournment

* **Next Meeting:** The next AIMS Management Review meeting is scheduled for [Date].
* **Meeting Adjourned:** [End Time]

**Approved By:**

[Name], Chief Executive Officer