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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | DATE: 4 Dec. 2014 |  |  | LOCATION: |  |  |  |
|  | **Attendees** | **Status** |  | **Team Name / Group Name** |  | |  | | --- | |  | |  |
| 1 | Sanjay Yadav |  |  | ISMS Team |  |  |  |
| 2 | Rizvi Sayed |  |  |  |  |  |  |
| 3 | Faisal Khan |  |  |  |  |  |  |
| 4 | Mazen |  |  |  |  |  |  |
| 5 | Syed Nihal Hussain |  |  |  |  |  |  |
| 6 | Ederlyn |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 10 |  |  |  | ***Prepared by Syed Nihal Hussain*** |  |  |  |
| 11 |  |  |  | ***Reviewed by Tago Ranginya*** |  |  |  |
| 12 |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |
| **#** | **Status (Open/ Closing /Closed) / Informative / Decision** | **Action Recorded Date** | **Area** | **Action Description** | **Action Owner** | **Last Update / Comment** | **Agreed Completion Date** |
| 1 | Open | 4 Dec 14 | ISO 27001:2013 Controls **A.5 to A.8** | GAP Analysis for ISO 27001:2013 Standards – from Controls A.5 to A.8 reviewed | Different Department Heads – to be decided after review of all Controls | Action items to be directed to all Department heads before 10 Dec 14 | Before ISO Stage 2 Audit |

**ST-HRD-CP-010-V0.01**