NetGain systems ·····

Information Security Meeting Minutes

Attendees:

Name	Designation

Date and Time:

Location:

Agenda

Ref.	Item	Action by	Time frame
1.	**Follow-up actions from last meeting**		
2.	**Review of threats, reported information security weaknesses / events / incidents / data breach, and the status**		
3.	**Review of complaints and feedback related to information security**		
4.	**Review of information security risks and treatment plan**		
5.	**Changes in legal/regulatory/contractual requirements**		
6.	**Changes in information security policies / processes / controls**		
7.	**Review of compliance with information security policies, rules and standards**		
8.	**Resource Needs**		
9.	**Any Other Matters**		

Meeting Minutes Prepared by: **Date: <date>**