NetGain systems

Management Review Meeting Report

Attendees:	
Date and Time:	
Location:	
Purpose:	To review the Information Security Management System (ISMS) to ensure its continuing suitability, adequacy, effectiveness and alignment with the organisation's strategic direction

Ref.	Agenda Item	Action by	Target Completion Date
1.	**Status of actions from previous management reviews**		
2.	**Changes in internal and external issues relevant to the ISMS**		
3.	**Changes in needs and expectations of interested parties relevant to the ISMS**		
4.	**Information security performance**		
4.1	Status of nonconformities and corrective actions		
4.2	Noteworthy items from monitoring and measurement results, particularly exceptional results (good or bad)		
4.3	Results of any audits carried out		
4.4	Fulfilment of information security objectives		
4.5	Supplier performance		
5.	**Feedback from interested parties relevant to the ISMS**		
6.	**Results of risk assessment and status of risk treatment plan**		
7.	**Opportunities for continual improvement**		
8.	**Resource needs / resource planning**		

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Ref.	Agenda Item	Action by	Target Completion Date
9.	**Review of the Policy, Objectives, Management Systems and Recommended Changes**		
10.	**Any other business (AOB)**		
11.	**Date of next meeting**		

Recorded by:	Name/ISMS MR/Signature
Acknowledged by:	Name/Top Management/Signature