**Audit Follow Up**

The auditors of our group outlined several key issues that are present. They are as follows:

1. There is no summary report
2. Issue log was not detailed enough

Upon further analysis, we have identified the root cause of each of these issues:

1. A summary report must be completed in order for the process to be considered sufficient
2. We should detail each point more extensively in order to provide the optimal level of documentation

We will fix each issue identified by using the following strategies:

1. Initially, we will coordinate a new meeting with all team members present, in order to finish the review process by completing a Summary Report. This will add clarification to the process and simplify further communications with external and internal parties. Additionally, we will add second thoughts to these reports to improve them.
2. In order to solve this problem, we will contact each individual respectively who documented each issue, in order to inform them that they will need to provide more detail in the future. Additionally, improved team communication will be essential as one member left the country and further planning around this issue should have occurred. Afterwards, we will insert more detail in order to make our document compliant with proper standards.