

|                          |                         |                          |      |
|--------------------------|-------------------------|--------------------------|------|
| <b>Review</b>            | Review name             | <b>WP Ref</b>            | #### |
| <b>Topic</b>             | Team Wrap Up Meeting    |                          |      |
| <b>Date and Location</b> | Meeting Date            | Meeting Location         |      |
| <b>Business Area</b>     | Name of Business Area   |                          |      |
| <b>Attendees</b>         | Business Area Attendees | Internal Audit Attendees |      |

## Team Wrap Up Meeting

### Purpose

The purpose of this meeting is to:

1. Discuss the Potential Issues List document (see attached);
2. Understand what extra work needs to be performed; and
3. Plan for the Findings and Actions Workshop.

### Agenda

| No. | Agenda Topic   | Minutes                    |
|-----|--|----------------------------|
| 1.  | <b>Potential Issues List</b><br>See attached document. | Include any comments here. |
| 2.  | <b>Extra work to be performed</b>                      | Include any comments here. |
| 3.  | <b>Findings and Actions Workshop</b>                   | Include any comments here. |

### Action Items

A list of action items following today's meeting is included below:

| No. | Action Item | Who | Due | Done |
|-----|-------------|-----|-----|------|
| 1.  |             |     |     |      |
| 2.  |             |     |     |      |
| 3.  |             |     |     |      |
| 4.  |             |     |     |      |