[Only include logo if this document is shared with the entity.]

# (OFFICE OF THE AUDITOR GENERAL OF CANADA) MINUTES OF MEETINGS AND INTERVIEWS

# [AUDIT REPORT TITLE]

|  |  |  |  |
| --- | --- | --- | --- |
| **Prepared by:** |  | Date: |  |
| **Reviewed by:** |  | Date: |  |

|  |  |
| --- | --- |
| **DATE OF MEETING:** |  |
| **LOCATION OF MEETING:** |  |
| **START AND END TIME:** |  |
| **OAG ATTENDEES:** |  |
| **ENTITY ATTENDEES:** |  |

## PURPOSE OF MEETING AND BACKGROUND

## MEETING SUMMARY (KEY POINTS)

## KEY ISSUES IDENTIFIED

## OTHER POTENTIAL CONTACTS TO SEE

## LIST OF ACTIONS AGREED TO AT THE MEETING

## LIST OF DOCUMENTS (IDENTIFIED, OFFERED, OR REQUESTED)

|  |  |
| --- | --- |
| SIGNATURE OF ENTITY REPRESENTATIVE\* | DATE |
|  |  |

|  |  |
| --- | --- |
| SIGNATURE OF OAG PARTICIPANT\* | DATE |
|  |  |

\* Note: Signatures are required only if the OAG intends to rely on a record of the meeting/interview as audit evidence during the audit. Electronic sign-off by e-mail is also acceptable.