**Policy Review Meeting Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |  | **Time:** |  |
| **Location/Platform:** |  | **Meeting Called by:** |  |
| **Facilitator/Chairperson:** | |  | |
| **Note Taker/Recorder:** | |  | |

**1. Attendance**

|  |  |  |
| --- | --- | --- |
| **Present** | **Absent** | **Guests/Trainers** |
|  |  |  |
|  |  |  |
|  |  |  |

**2. Meeting Objectives**

* Review existing company policies.
* Identify outdated, redundant, or missing policies.
* Propose revisions or updates.
* Assign responsibilities for follow-up actions.

**3. Agenda Items**

**a. Review of Current Policies**

|  |  |
| --- | --- |
| Policy Name: |  |
| Current Status: |  |
| Issues/Concerns Raised: |  |

**b. Proposed Policy Revisions/Updates**

|  |  |
| --- | --- |
| Policy Name: |  |
| Proposed Change: |  |
| Discussion/Comments: |  |

**c. New Policy Proposals (if applicable)**

|  |  |
| --- | --- |
| Suggested Policy: |  |
| Rationale: |  |
| Next Steps |  |

**4. Decisions Made**

|  |
| --- |
|  |
|  |
|  |

**5. Action Items & Responsibilities**

| **Action Item** | **Assigned To** | **Deadline** | **Status** |
| --- | --- | --- | --- |
| Example: Draft revised IT Security Policy | John Smith | Sept 30, 2025 | In Progress |

**6. Next Meeting**

* Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Location/Platform: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Objectives for Next Meeting: \_\_\_\_\_\_\_\_\_\_\_\_

**7. Adjournment**

* Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Minutes Prepared By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved By (Chairperson):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_