

Mpumalanga Department of Finance
Internal Audit

Team debriefing

1 Agenda

Team Debriefing Agenda	
Matters for discussion	Responsibility
Welcome and introductions	[Responsible Senior(s)]
Completion of the project <ul style="list-style-type: none">- Confirmation of teams evaluation forms- Results of Client Satisfaction Survey- Closing of audit file on Teammate	[Responsible Senior(s)]
What went well/what went not so well <ul style="list-style-type: none">- Positive feedback- Negative feedback- Areas for improvement	[Responsible Senior(s)]
Budget Status <ul style="list-style-type: none">- Budget vs. Actual	[Responsible Senior(s)]
Other matters	[Responsible Senior(s)]
Closing	[Responsible Senior(s)]

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Minutes

Meeting details	
Venue	
Date and time	
Attendees	Internal Audit

Notes per agenda item	
Item <input type="checkbox"/> Welcome and introductions	
<input type="checkbox"/> Completion of Project	
<input type="checkbox"/> What went well/what went not so well	
<input type="checkbox"/> Budget Status	
<input type="checkbox"/> Other matters	
<input type="checkbox"/> Closing	

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