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**Management Review Minutes**

The meeting of the [name of body] was held on [date] and was attended by:

* [name]

The purpose of the meeting was to review the suitability, adequacy and effectiveness of the Information Security Management System (ISMS).

Materials or information reviewed at the meeting include the following:

1. [name and date of internal audit report], [name and date of external audit report], [names and dates of other internal reviews, as well as reviews of suppliers and/or outsourcing partners]
2. [document or description of feedback received from interested parties]
3. [documents or description of methods, products or procedures, as well as emerging good practice and guidance, which can be used to improve effectiveness of the ISMS]
4. [Risk assessment and risk treatment report and implementation status from Risk treatment plan]
5. …

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