The risk management meeting for Q\_ , FY\_\_\_ was held on DD/MM/YYYY at <time> at <Microsoft Teams or location name>.

Following executives were present in review meeting.

Meeting was chaired by Mr. \_\_\_\_\_\_\_\_\_ (name with designation)

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Invitee Name and designation** | **Attendance** |
| 1 |  | Present/absent |
| 2 |  | Present/absent |
| 3 |  | Present/absent |
| 4 |  | Present/absent |
| 5 |  | Present/absent |

**Agenda:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Discussion/Recommendation:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. New Risk Added (if any):

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Risk Area** | **Risk Description** | **Basis/ Rationale of addition** |
|  |  |  |  |
|  |  |  |  |

1. Revision in existing Risk (if any):

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Risk Area** | **Existing Risk** | **Basis/Rationale of Revised Risk** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Changes required in the Risk likelihood & its impact along-<also mention rationale here>.