

# SUMMIT QUALIFICATIONS UK

## Annual Compliance Meeting Summary

### Meeting Information

Centre Name:	Test Company
Centre ID:	15
Meeting Date:	28 April 2025
Meeting Time:	10:30 AM
Platform:	Microsoft Teams

### Participants

AO Representative:	Test User
Centre Representatives:	Test

### Meeting Discussion

#### 1. Welcome and Introductions

**Actions:**

introduction action required.

#### 2. Review of Compliance Obligations

**Centre understands and complies with obligations:** Yes

**Centre has submitted required Annual Compliance Form:** Yes

**Actions:** Clarify

AO specify obligations

### 3. Centre Questions or Concerns

#### Centre Concerns:

test1

#### Flagged Issues:

test2

**Actions:** Response

test3

### 4. AO Policy Updates and Expectations

#### Key Expectations:

test4

#### Policy Updates:

test5

**Actions:** Provide

test6

### 5. Meeting Close and Next Steps

#### Meeting Summary:

test7

**Actions:** Followup

test8

### Agreed Actions and Deadlines

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Action	Responsible Party	Deadline	Status
action1	Centre	02 April 2025	Pending
action2	Ao	20 April 2025	Pending

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For Ofqual compliance records