

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

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