|  |  |  |
| --- | --- | --- |
| **Acta No:** | **Fecha y Hora Inicial** |  |
|  | **Fecha y Hora Final** |  |
| **Lugar** |  |
| **Asunto** |  |

|  |  |  |
| --- | --- | --- |
| **ASISTENTES** | **CARGO** | **ENTIDAD** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| ORDEN DEL DIA |
| **TEMA** | **DURACION** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| DESARROLLO DE LA REUNIÓN |
|  |

|  |
| --- |
| ACTIVIDADES PENDIENTES/COMPROMISOS |
| Actividad/Compromiso | Responsable | Fecha |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| CONVOCATORIA PROXIMA REUNION |
| Responsable | Lugar | Fecha y hora |
|  |  |  |

|  |
| --- |
| FIRMAS |

Atentamente,

|  |  |
| --- | --- |
| Reservado\_Para\_Firma\_MecánicaUsunombreCcarnombre |  |