|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTA DE REUNIÓN** | | | | | | | | | | | |
| **FECHA:** | | | | | | | **HORA:** | | | | |
| **LUGAR:** | | |  | | | | | | | | |
| **PROCESO QUE CONVOCA:** | | |  | | | | | | | | |
| **TEMA** | | |  | | | | | | | | |
| **DESARROLLO DE LA REUNIÓN** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **OBSERVACIONES** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **No** | **COMPROMISOS** | | | **ENTREGABLE** | | **RESPONSABLE** | | | **FECHA DE ENTREGA** | | **VALIDANTE**  (Firmar) |
| 1 |  | | |  | |  | | |  | |  |
| 2 |  | | |  | |  | | |  | |  |
| 3 |  | | |  | |  | | |  | |  |
| 4 |  | | |  | |  | | |  | |  |
| 5 |  | | |  | |  | | |  | |  |
| 6 |  | | |  | |  | | |  | |  |
| **ACTA DE REUNIÓN** | | | | | | | | | | | |
| **FECHA:** | | | | | | | **HORA:** | | | | |
| **LUGAR:** | | |  | | | | | | | | |
| **PROCESO QUE CONVOCA:** | | |  | | | | | | | | |
| **TEMA** | | |  | | | | | | | | |
| **PARTICIPANTES** | | | | | | | | | | | |
| **No.** | | **NOMBRE COMPLETO** | | | **ROL/CARGO** | | | **DEPENDENCIA** | | **FIRMA** | |
| 1 | |  | | |  | | |  | |  | |
| 2 | |  | | |  | | |  | |  | |
| 3 | |  | | |  | | |  | |  | |
| 4 | |  | | |  | | |  | |  | |
| 5 | |  | | |  | | |  | |  | |
| 6 | |  | | |  | | |  | |  | |
| 7 | |  | | |  | | |  | |  | |
| 8 | |  | | |  | | |  | |  | |
| 9 | |  | | |  | | |  | |  | |
| 10 | |  | | |  | | |  | |  | |
| 11 | |  | | |  | | |  | |  | |
| 12 | |  | | |  | | |  | |  | |
| 13 | |  | | |  | | |  | |  | |
| 14 | |  | | |  | | |  | |  | |
| 15 | |  | | |  | | |  | |  | |