|  |  |
| --- | --- |
| **Información General** | |
| Fecha: | Hora: |
| Lugar: | Reunión convocada por: |

|  |
| --- |
| **Objetivo de la Reunión:** |
|  |

**ASISTENTES EN LA REUNIÓN**

|  |  |  |
| --- | --- | --- |
| **Nombre** | **Cargo** | **Firma** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Asignación o tarea** | **Responsable** | **Fecha compromiso** |
|  |  |  |

|  |
| --- |
| **Temas Pendientes** |
|  |

|  |  |
| --- | --- |
| **Próxima Reunión:** |  |