|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ciudad** |  | | **Dependencia(s) responsable (s) de la actividad** | | | |  | |
| **Fecha** |  |  |  | **Hora Inicio** | **Hora Finalización** | **Lugar de desarrollo** | | **ACTA**  **No** |
|  |  |  | |  |
| **Día** | **Mes** | **Año** |

**ORDEN DEL DIA**

1. **Verificación de Asistencia**
2. **Lectura de acta anterior SI  NO**
3. **Temas a tratar**

|  |  |
| --- | --- |
| **No** | **TEMAS A TRATAR** |
| **1** |  |
| **2** |  |
| **3** |  |

**DESARROLLO DE LA REUNIÓN**

|  |
| --- |
|  |

**RELACION PERSONAS ASISTENTES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **NOMBRE Y APELLIDO** | **CARGO** | **DEPENDENCIA / ENTIDAD** | **FIRMA** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |

**COMPROMISOS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **COMPROMISO** | **RESPONSABLE** | **FECHA COMPROMISO** | **FECHA DE REALIZACIÓN** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

**OBSERVACIONES**

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|  |

NOMBRE QUIEN PRESIDE: NOMBRE SECRETARIO:

FIRMA DE QUIEN PRESIDE FIRMA SECRETARIO