**Reunión de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Acta N°:** \_\_\_\_\_\_ **Fecha:** \_**DD/MM/AAAA** \_ **Hora inicio:** \_\_\_\_\_\_\_\_\_ **Hora finalización:** \_\_\_\_\_\_ **Lugar:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Objetivo

|  |
| --- |
|  |

**Temas tratados**

|  |
| --- |
|  |

**Compromisos adquiridos**

|  |  |  |  |
| --- | --- | --- | --- |
| **Actividad** | **Responsable** | **Fecha de cumplimiento** | **Cumplimiento de compromisos** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Participantes (Requiere firma de las personas que participaron en la reunión)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Nombre** | **Cargo**  | **Entidad / Empresa** | **Firma** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |