|  |
| --- |
| 1. **INFORMACIPON GENERAL**
 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FECHA ELABORACIÓN** |  | **HORA INICIO** |  | **HORA FINAL** |  | **LUGAR DE LA REUNION** |
| **DD** | **MM** | **AA** |  |       | **AM** | **PM** |  |       | **AM** | **PM** |  |  |
|  |  |       |  |  |[ ] [ ]   |  |[ ] [ ]   |  |

|  |  |
| --- | --- |
| **PROCESO Y/O SISTEMA DE GESTIÓN RESPONSABLE** |   |

|  |
| --- |
| 1. **ORDEN DEL DIA**
 |
|  |

|  |
| --- |
| 1. **TEMAS TRATADOS**
 |
|  |

| 1. **COMPROMISOS ADQUIRIDOS**
 |
| --- |
| **COMPROMISOS ADQUIRIDOS** | **FECHA DE CUMPLIMIENTO****(DD/MM/AA)** | **RESPONSABLE** |
|  |  |   |
|  |  |  |
|  |  |  |
|  |  |  |

| 1. **RESULTADOS Y CONCLUSIONES**
 |
| --- |
|  |

| 1. **FIRMAS DE RESPONSABLES**
 |
| --- |
| **ELABORADO POR** | **APROBADO POR** |
| **Nombre** |  | **Nombre** |  |
| **Cargo** |  | **Cargo** |  |
| **Firma** |  | **Firma** |  |

| **ASUNTO** |  | **FECHA DE LA REUNION** | **DD** | **MM** | **AA** |
| --- | --- | --- | --- | --- | --- |
|       |       |       |

| **LISTADO DE ASISTENTES** |
| --- |
| **No.** | **NOMBRE** | **DEPENDENCIA / CARGO** | **E-MAIL** | **FIRMA** |
| 1 |       |       |       |  |
| 2 |       |       |       |  |
| 3 |       |       |       |  |
| 4 |       |       |       |  |
| 5 |       |       |       |  |
| 6 |       |       |       |  |
| 7 |       |       |       |  |
| 8 |       |       |       |  |
| 9 |       |       |       |  |
| 10 |       |       |       |  |
| 11 |       |       |       |  |
| 12 |       |       |       |  |
| 13 |       |       |       |  |
| 14 |       |       |       |  |
| 15 |       |       |       |  |