|  |  |
| --- | --- |
| MINUTA DE REUNIÓN | A black background with white text  Description automatically generated |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | | | |
| **OBJETIVO** |  | | | **FECHA:** |  |
| **LUGAR** | | **HORA** | **MODERADOR** | | |
|  | |  |  | | |
|  | |  |  | | |

ÓRDEN DEL DÍA

|  |
| --- |
| 1.- |
| 2.- |
| 3.- |
| 4.- |
| 5.- |
| 6.- |

DESARROLLO DE LA REUNIÓN

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

ACCIONES / ACUERDOS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Acción** | **Responsable** | **Fecha de**  **entrega** | **Observaciones** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

ASISTENTES

|  |
| --- |
|  |