| **Fecha:** | **Acta No:**  | **Hora Inicio:** | **Hora Fin:**  |
| --- | --- | --- | --- |
| **Tema:**  |
| **Responsable:**  | **Elaborado por:**  |
| **Proceso / Subproceso / Actividad:**  |
| **Lugar:**  |
| **AGENDA** | 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
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| 7. |  |
| 8. |  |
| 9. |  |
| 10. |  |
| 11. |  |
| 12. |  |
| **DESARROLLO DE LA REUNIÓN** |
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| --- | --- | --- | --- | --- |
| **No.** | **COMPROMISO** | **RESPONSABLE** | **FECHA DE CUMPLIMIENTO** | **SEGUIMIENTO****Ejecutado Si/No** |
| **SI** | **NO** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
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| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Acta No:** | **FIRMA** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **CORREO ELECTRÓNICO** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Fecha:** | **TELÉFONO OFICINA/ CELULAR** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **CARGO** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Tema:** | **PROCESO O ENTIDAD**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **NOMBRE** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |

