**ACTA DE REUNIÓN XXX-YYYY-ZZZ**

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| --- | --- | --- | --- | --- | --- |
| **Motivo de Reunión:** |  | | | | |
| **Presidido por:** |  | | | | |
| **Responsable Administrativo:** |  | | | | |
| **Lugar de Reunión:** |  | **Fecha:** |  | **Hora:** |  |

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| --- | --- | --- | --- | --- |
| **I. ASISTENCIA DEL PERSONAL CONVOCADO** | | | | |
| **Nombres y apellidos** | **Cargo** | **Unidad orgánica** | **Asistió** | **Iniciales** |
|  |  |  | X |  |
|  |  |  | ✓ |  |
|  |  |  |  |  |
| **Observaciones:** | . | | | |

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| **II. AGENDA** | | |
| **Nro.** | **Agenda** | **Expositor** |
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| **III. TEMAS TRATADOS EN REUNIÓN** | |
| **Agenda**  **Nro.** | **Detalle de la agenda tratada** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

|  |  |  |
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| **IV. ACUERDOS** | | |
| **Acuerdo** | **Responsable** | **F. Vcto.** |
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