|  |  |
| --- | --- |
| **ACTA No.** |  |
| **DENOMINACION** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FECHA** |  |  |  | **HORA** | INICIO | FINALIZACIÓN |
| **LUGAR** |  | | | | | |

|  |
| --- |
| **MOTIVO E INTRODUCCIÓN** |
|  |

|  |  |
| --- | --- |
| **ASISTENTES** | |
| **NOMBRE** | **CARGO / IDENTIFICACION** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **INVITADOS** | |
|  |  |

|  |
| --- |
| **ORDEN DEL DIA** |
| 1. |
| 2. |
| 3. |

|  |  |
| --- | --- |
| **DESARROLLO** | |
| **ACTIVIDAD** | 1. |
|  | |

|  |  |
| --- | --- |
| **ACTIVIDAD** | 2. |
|  | |

|  |  |
| --- | --- |
| **ACTIVIDAD** | 3. |
|  | |

|  |  |
| --- | --- |
| **ACTIVIDAD** | 4. |
|  | |

|  |  |
| --- | --- |
| **FIRMAS** | |
| **NOMBRE** | **CARGO / IDENTIFICACION** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **INVITADOS** | |
|  |  |

**ANEXOS**

Escribir el número de folios o el tipo de anexo.

Proyectó:

Revisó: