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| **CIUDAD Y FECHA:** | | | | **HORA DE INICIO:** | | | | **HORA FIN:** |
| **Lugar:** | **SESIÓN** | | **Extraordinaria \_\_\_** | | | **Ordinaria\_\_\_** | | **Cant Asistentes:** |
|  | | | | | | | |
| **FORMA COMO SE CONVOCÓ** | | | | | | | | |
| Personalizada \_\_\_\_\_\_\_  Listados \_\_\_\_\_\_\_  Correo Electrónico \_\_\_\_\_\_\_  Medios de comunicación \_\_\_\_\_\_\_  Otro, ¿Cuál?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **OBJETIVO GENERAL DE LA REUNIÓN O MOTIVO DE LA CITACIÓN** | | | | | | | | |
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| **TEMAS A TRATAR** | | | | | | | | **RESPONSABLE** |
| **1** | | | | | | | |  |
| **2** | | | | | | | |  |
| **3** | | | | | | | |  |
| **4** | | | | | | | |  |
| **5** | | | | | | | |  |
| **6** | | | | | | | |  |
| **7** | | | | | | | |  |
| **8** | | | | | | | |  |
| **9** | | | | | | | |  |
| **DESARROLLO DE LA REUNIÓN** | | | | | | | | |
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| **CONCLUSIONES** | | | | | | | | |
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| **COMPROMISOS** | | | | | | | | |
| **Actividad** | | | | | **Responsable** | | | |
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| **ASISTENTES** | | | | | | | | |
| **Nombre y Apellido** | | **Cargo/Dependencia/Entidad** | | | | | **Firma** | |
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