|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTA** | | | | | | | | | | | **Nº** |  |
| **TIPO DE REUNIÓN**   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Seguimiento** |  | **Toma de**  **Decisiones** |  | **Informativa** |  | **Evaluación** |  | **Promoción** |  | | | | | | | | | | | | | |
| **GESTIÓN** |  | | **PROCESO** |  | | | **TEMA** |  | | | | |
| **FECHA** | | | **LUGAR** | | | **HORA DE INICIO** | | | **HORA FINALIZACIÓN** | | | |
|  | | |  | | |  | | |  | | | |
| **ASISTENTES:** | | | | | | | | | | | | |
| **NOMBRES Y APELLIDOS** | | | | **CARGO** | | | | | | | | |
|  | | | |  | | | | | | | | |
|  | | | |  | | | | | | | | |
|  | | | |  | | | | | | | | |
|  | | | |  | | | | | | | | |
|  | | | |  | | | | | | | | |
| **INVITADOS** | | | |  | | | | | | | | |
|  | | | |  | | | | | | | | |
|  | | | |  | | | | | | | | |
| **AUSENTE(S)** | | | | **MOTIVO** | | | | | | | | |
|  | | | |  | | | | | | | | |
| **ORDEN DEL DÍA** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **DESARROLLO** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **COMPROMISOS** | | | | | **RESPONSABLE(S)** | | | | | **FECHA** | | |
|  | | | | |  | | | | |  | | |
|  | | | | |  | | | | |  | | |
|  | | | | |  | | | | |  | | |
| **Responsable de elaborar el acta:** | | | | |  | | | | | | | |
| **OBSERVACIONES** | |  | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **ACTA** | | | | | | | | | | | **Nº** |  |
| **TIPO DE REUNIÓN**   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Seguimiento** |  | **Toma de**  **Decisiones** |  | **Informativa** |  | **Evaluación** |  | **Promoción** |  | | | | | | | | | | | | | |
| **GESTIÓN** |  | | **PROCESO** |  | | | **TEMA** |  | | | | |
| **FECHA** | | | **LUGAR** | | | **HORA DE INICIO** | | | **HORA FINALIZACIÓN** | | | |
|  | | |  | | |  | | |  | | | |

**REGISTRO DE ASISTENTES**

|  |  |  |  |
| --- | --- | --- | --- |
| **NOMBRE COMPLETO** | **No. CELULAR** | **CORREO ELECTRONICO** | **FIRMA** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**REGISTRO DE ASISTENTES**

|  |  |  |  |
| --- | --- | --- | --- |
| **NOMBRE COMPLETO** | **No. CELULAR** | **CORREO ELECTRONICO** | **FIRMA** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |