**ACTA DE REUNIÓN ACTA Nº \_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| Proyecto: |  | | |
| Asunto: |  | | |
| Lugar: |  | **Fecha y Hora:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Convocados | | Asistentes | |
| Persona | Empresa – Área | Persona | Empresa – Área |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Asuntos Tratados | |
| 1 | **Información General** |
| 2 | **Temas a resolver:** |

|  |  |  |
| --- | --- | --- |
| Tareas Pendientes | | |
| **Descripción** | **Responsable** | **Fecha** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Próxima Reunión | | |
| **Fecha y Hora** | **Lugar** | **Convoca** |
|  |  |  |