**Trazabilidad:**

1. **DATOS GENERALES:**

|  |  |
| --- | --- |
| FECHA: |  |
| HORA: |  |
| DIRECCIÓN/COORDINACIÓN: |  |
| AREA QUE CONVOCA: |  |
| ASUNTO: |  |
| LUGAR: |  |

1. **ASISTENTES:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Nombre | Unidad/Dirección a la que pertenece | Mail | Firma |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |

1. **AGENDA DE REUNIÓN:**

|  |  |
| --- | --- |
| # | TEMAS |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

1. **DESARROLLO DE LA REUNIÓN:**

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|  |

1. **CONCLUSIONES:**

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|  |

1. **COMPROMISOS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Responsable | Detalle | Fecha de cumplimiento | Estado |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |