|  |  |  |  |
| --- | --- | --- | --- |
| **NOMBRE DE LA REUNIÓN:** |  | | |
| **LUGAR:** |  | | |
| **HORA INICIO:** |  | **HORA FIN:** |  |

| **PARTICIPANTES** | | | |
| --- | --- | --- | --- |
| **No.** | **NOMBRE** | **CARGO** | **FIRMA** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |
| **9** |  |  |  |
| **10** |  |  |  |
| **11** |  |  |  |
| **12** |  |  |  |
| **13** |  |  |  |

**NOTA:** Para reuniones externas adjuntar el formato PDE-F005 Control de Asistencia a Reuniones Externas

|  |  |
| --- | --- |
| **ORDEN DEL DÍA:** | |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |

| **DESARROLLO DE LA REUNIÓN:** |
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| **COMPROMISOS** | | | |
| **Descripción** | | **Responsable** | **Fecha de cumplimiento** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
| **6.** |  |  |  |
| **7.** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ELABORÓ** | | **APROBÓ** | |
| **NOMBRE:** |  | **NOMBRE:** |  |
| **CARGO:** |  | **CARGO:** |  |
| **FIRMA:** |  | **FIRMA:** |  |