Anexo 2

| **COMITÉ:** | |
| --- | --- |
| **Citada por:** | **Acta No:** |
| **Preside:** | **Fecha:** |
| **Secretario:** | **Hora inicio:** |
| **Lugar:** | **Hora Fin:** |

| **CONVOCADOS** | | | |
| --- | --- | --- | --- |
| **No.** | **Nombre** | **Dependencia** | **Cargo** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **n** |  |  |  |

| **PARTICIPANTES** | | | |
| --- | --- | --- | --- |
| **No.** | **Nombre** | **Dependencia** | **Cargo** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **n** |  |  |  |

| **ORDEN DEL DÍA - TEMAS A TRATAR** | |
| --- | --- |
| **1** |  |
| **2** |  |
| **3** |  |
| **n** |  |

| **DESARROLLO DE LA REUNIÓN** |
| --- |
|  |
|  |
|  |
|  |

| **CONCLUSIONES** | | | | |
| --- | --- | --- | --- | --- |
| **No** | **Tarea** | **Responsable** | **Período de cumplimiento** | **Observaciones** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **n** |  |  |  |  |

Firmas: