LOGO DE EMPRESA

**MINUTA DE REUNION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Fecha** |  | **Hora Inicio** |  |
| **Lugar** |  | **Hora Fin** |  |
| **OBJETIVO** | | | | |
|  | | | | |

**ASISTENTES**

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| --- | --- | --- | --- |
| **ASISTENTES** | | | |
| **Nombre** | **Puesto** | **Asistencia** | **Firma o Motivo** |
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**ASUNTOS TRATADOS**

1. Asunto con prioridad

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1. Asunto secundario o menos importantes

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**COMPROMISOS ASUMIDOS**

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| **No.** | **TAREA** | **RESPONSABLE** | **FECHA DE ENTREGA** |
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