|  |  |
| --- | --- |
| **Versión** |  |
| **Proyecto** |  |
| **Fecha** |  |
| **Elaborado por** |  |
| **Localización del Documento** |  |
| **Documento base** |  |
|  |  |
| **Autorizaciones** | |
| **Nombre** | **Fecha Autorización** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Distribución** | |
| **Nombre** | **Fecha Recepción** |
|  |  |
|  |  |
|  |  |

**Control de cambios**

|  |  |  |  |
| --- | --- | --- | --- |
| **Control de Cambios** | | | |
| **Versión** | **Fecha** | **Participante** | **Descripción del Cambio** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Minuta de reunión**

Versión

Elaborado por:

Fecha de revisión:

Reunión de

\*Datos obligatorios

|  |  |  |  |
| --- | --- | --- | --- |
| **Estatus minuta** | Inicial | Compromisos establecidos | Completa |

|  |  |
| --- | --- |
| \*Asunto/Propósito |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **\*Nombre organizador** |  | | | \*Fecha |  |
| **\*Lugar** |  | | | | |
| **\*Fecha y hora de Junta** |  | **\*de:** |  | **\*A:** |  |
| **\*Responsable del seguimiento de la minuta** |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **\*ASISTENTES** | | | |
| **No** | **Nombre** | **Iniciales** | **Rol** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |

|  |  |
| --- | --- |
| \*PRE-REQUISITOS | |
| **Descripción** | **Quien** |
|  |  |
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| --- | --- | --- | --- | --- | --- | --- |
| \*AGENDA | | | | | | |
| **Hora de** | | **Tiempo** (min) | | **No** | Temas | **Líder de**  **Discusión** |
| **Inicio** | **Fin** | **Plan** | **Real** |
|  |  |  |  | 1 |  |  |
|  |  |  |  | 2 |  |  |
|  |  |  |  | 3 |  |  |
|  |  |  |  | 4 |  |  |
|  |  |  |  | 5 |  |  |
|  |  |  |  | 6 |  |  |
|  |  |  |  | 7 |  |  |
|  |  |  |  | 8 |  |  |
|  |  |  |  | 9 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Compromisos** | | | | | |
| No | **Que** | Quien | **Cuando** | **Porcentaje finalizado** | **Observación** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |

**Notas**