**Acta ${id\_acta\_reunion}**

|  |  |  |  |
| --- | --- | --- | --- |
| **FECHA DE REUNIÓN:** | ${fecha} | | |
| **LUGAR DE REUNIÓN:** | ${lugar} | | |
| **HORA DE INICIO:** | ${hora\_inicio} | **HORA FINAL:** | ${hora\_fin} |
| **CONVOCA:** | ${convoca} | | |
| **DEPENDENCIA:** | Dirección de Gestión del Riesgo del Meta | | |

|  |
| --- |
| **OBJETIVO DE LA REUNIÓN Y/O TEMAS A TRATAR:** |
| ${objeto} |

|  |
| --- |
| **DESARROLLO DE LA REUNIÓN:** |
| ${desarrollo} |

|  |
| --- |
| **CONCLUSIONES:** |
| ${conclusiones} |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INTEGRANTES DE LA REUNIÓN**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **NOMBRE COMPLETO** | **CÉDULA** | **EXTERNO** | **TELEFONO** | **CORREO ELECTRÓNICO** | **FIRMA** | | ${nombre} | ${documento} | ${externo} | ${telefono} | ${correo} |  | |