**ACTA DE REUNIÓN\***

|  |  |  |
| --- | --- | --- |
| **Fecha:** | **Hora:** | **Lugar:** |
| **Asistentes** | | |
| **Objetivos de la reunión** | | |
| **Resumen de lo tratado** | | |
| **Acuerdos o acciones a realizar**   |  |  |  | | --- | --- | --- | | **Asunto** | **Responsable** | **Fecha Final** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | |
| **Próxima reunión**  Fecha:  Hora:  Lugar: | | |

**\***El nombre del archivo de cada acta de reunión debe seguir la notación siguiente:

***Gxx\_ActaReunion\_ddmmaa.doc***

***xx:*** *número del grupo (11-15,21-25,31-35,41-45)****dd:*** *día de la reunión (00-31)* ***mm:*** *mes de la reunión (01-12)* ***aa:*** *año de la reunión (16-17)*

**Meeting Record\***

|  |  |  |
| --- | --- | --- |
| **Date:** | **Time:** | **Place:** |
| **Participants** | | |
| **Meeting goals** | | |
| **Summary** | | |
| **Agreements or actions to be taken**   |  |  |  | | --- | --- | --- | | **Topic** | **Responsible** | **Deadline** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | |
| **Next meeting**  Date:  Time:  Place: | | |

**\*** The filename of each meeting record should follow the below notation:

***Gxx\_MeetingRecord\_ddmmaa.doc***

***xx:*** *group id (11-15,21-25,31-35,41-45)****dd:*** *day of the meeting**(00-31)* ***mm:*** *month of the meeting**(01-12)* ***aa:*** *year of the meeting**(16-17)*