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| **ASUNTO:** | | | | | | | |
| **FECHA:** |  | **ACTA Nº:** |  | | **LUGAR:** |  | |
| **HORA DE INICIO:** | |  | | **HORA DE FIN:** | | |  |
| **TEMA** | | **OBSERVACIONES Y/O CONCLUSIONES** | | | | | |
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| **PLAN DE MEJORA (Compromisos)** | | | |
| **ACTIVIDAD** | **FECHA** | **RECURSOS** | **RESPONSABLE** |
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| **EVALUACION DE LA REUNION** | | | | | |
| **CUMPLIMIENTO DE COMPROMISOS ACTA ANTERIOR** | | **%** | **ACEPTACIÓN ACTA ANTERIOR** | |  |
| **ELABORADA POR:** |  | | **CARGO:** |  | |