# Ata de Reunião

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| |  |  |  |  | | --- | --- | --- | --- | | **Código do projeto:** |  | **Data**: |  | | **Nome do projeto:** |  | | | | **Área diretoria:** |  | | | | **Patrocinador:** |  | | | | **Líder do Projeto:** |  | | | | **Líder Técnico de TI:** |  | | | | **Líder de Frente:** |  | | | | **PMO:** |  | | | |  |

# Participantes

| Nome | Área/Papel | eMail | Presente |
| --- | --- | --- | --- |
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\*\* Elaborado por

# Pauta

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| --- |
| **Temas tratados na reunião** |
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# Detalhamento

|  |  |
| --- | --- |
| Tema | **Descrição** |
|  | ...:   * ... * ... * ...   ... |
|  | ...:   * ... * ...   ... |
|  | ...:   * ... * ...   ... |

# Ações a serem tomadas

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| --- | --- | --- |
| **Ação** | **Responsável** | **Previsão** |
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# Conclusão

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| **Objetivo atingido?** |
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# Anexos

|  |  |  |
| --- | --- | --- |
| **#** | **Descrição** | **Arquivo** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |