Logo

Description automatically generated with medium confidence

**ACTA DE REUNIÓN**

*(Meeting minutes)*

**Fecha:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Hora:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Date) (Time)*

**Asunto:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Lugar**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Subject) (Location)*

**Asistentes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Attendees)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Schedule)*

|  |  |
| --- | --- |
| **#** | **Discusión**  *(Discussion)* |
|  |  |
|  |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |

| **#** | **Acuerdos**  *(Agreements)* |
| --- | --- |
|  |  |
|  |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Próxima reunión:**  ***(Next meeting)*** |  | | | |
|  |  | | | |
|  | |  | |  |
| **Minuta preparada por:**  ***(Minute prepared by:)*** | | | **Firma**  ***(Signature)*** | |