**Sistema de Gestion de Calidad**

**Minuta de reunión de trabajo**

| **Minuta de:** | |  | **Ordinaria:** |  | **Extraordinaria:** | | |  |  | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Lugar:** |  | | | | | **Fecha:** |  | | | **Hora:** |  | |
| **En:** |  | | | | | |  | | | **Minuta No.:** | |  | |

**Lista de asistencia:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Nombre** | **Responsabilidad** | **Firma** | **Elaboró**  **la Minuta** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |

**Agenda de trabajo:**

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| --- | --- | --- | --- |
| **Número** | **Asunto** | **Responsable** | **Tiempo en minutos** |
|  |  |  |  |
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**Acuerdos tomados en la reunión:**

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| --- | --- | --- | --- |
| **Número** | **Acuerdo** | **Responsable** | **Fecha de cumplimiento** |
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| **Seguimiento de acuerdos anteriores**: | | | |
| **Comentarios**: | | | |

A las horas del día de de , se levanta la reunión. Firman los asistentes para dar fé de los acuerdos tomados.