Logo

Description automatically generated with medium confidence

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AGENDA**  *(SCHEDULE)* | | | | | | | | |
| Nombre de la agencia o compañía:  *(Agency or Company Name)* | | | |  | | | | | |
|  | | | | |  | | | |
| Fecha:  *(Date)* |  | | | | | Hora:  *(Time)* | |  |
|  |  | | | | |  | |  |
| Propósito:  *(Purpose)* |  | | | | | | | |
| Lugar  *(Place)* |  | | | | | | | |
|  |  | | | | | |  |  |
| Formato (Presencial/Virtual):  *(Format: Face-to-face/Virtual)* | | |  | | | | | |
| Asistentes:  *(Attendees)* | |  | | | | | | |

Asuntos/temas:

(Subjects/topics)

1. Registro de Asistencia

*Attendance Registration*

1. Bienvenida

*(Welcome)*

1. Introducción del equipo

*(Staff Introduction)*

1. Tema para discutir:

*(Topics to discuss)*

|  |
| --- |
| 1.  2.  3. |

1. Espacio para preguntas o comentarios

*(Space for questions or comments)*