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| **LUGAR:** |  |
| **FECHA:** |  |
| **HORA:** |  |

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| **OBJETIVO DE LA REUNIÓN** |
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| **PARTICIPANTES** | | |
| **NOMBRE** | **CARGO** | **ENTIDAD / ORGANIZACIÓN / ÁREA** |
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| **DESARROLLO DE LA REUNIÓN** |
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| **COMPROMISOS** | | | |
| **No** | **Descripción** | **Responsable** | **Fecha Final de compromiso** |
| 1 |  |  |  |
| 2 |  |  |  |

|  |  |
| --- | --- |
| **Elaborado por**: | |
| Nombre: |  |
| Cargo: |  |
| Firma: |  |