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|  |  |  | **No.:** |  |
| **Asunto:** |  |  | **Fecha:** |  |
|  | **Hora inicial:** |  |
|  | **Hora final :** |  |
|  | **Lugar:** |  |

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| **Asistentes:** | | | |
| **Nombre** | | **Área /**  **Correo electrónico** | **Firma** |
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| **Desarrollo de la Reunión** | | | |
|  | | | |
| **Acuerdos** | | | |
| **A C U E R D O S** | | | |
| A1 |  | | |
| A2 |  | | |
| A3 |  | | |
|  | **C O M P R O M I S O S** | **Fecha**  **Compromiso** | **Responsable** |
| C1 |  |  |  |
| C2 |  |  |  |
| C3 |  |  |  |
| **Total de acuerdos:\_\_\_\_ compromisos: \_\_\_\_\_** | | | |

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| **Comentarios u Observaciones:** |
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