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| **Lugar:** |   | **Fecha:**  | dd | mm | aaa |
| **Hora Inicio:** |   | **Hora Final:** |   |

#  Objetivo

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 **Orden del día**

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| **Desarrollo de la Reunión:** |
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 **Compromisos adquiridos**

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| **Actividad** | **Responsable** | **Fecha de cumplimiento** |
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 **Participantes (Requiere firma de las personas que participaron en la reunión)**

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| --- | --- | --- | --- |
| **Nombre** | **Cargo/Rol/Contratista** | **Dependencia/Entidad** | **Firma** |
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