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| **FECHA** | | **DIA** | | **MES** | | **AÑO** | | **Hora Inicio** | | | | | **Hora Final** | | **Lugar:** | | | | | | | |  | | | | | | | | | | | | |
|  | |  | |  | |  | | | | |  | | **Proceso:** | | | | | | | |  | | | | | | | | | | | | |
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| **Objetivo de la Reunión o Comité:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **ASISTENTES** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Ver Listado de Asistencia** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **ORDEN DEL DIA** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Actividades** | | | | | | | | | | | | | | | | | | | | | | | | | **Responsable** | | | | | | | | | | |
| **1.** | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
| **2.** | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
| **3.** | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
| **4.** | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
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| **DESARROLLO DE LA REUNION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **TAREAS ASIGNADAS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Que Hacer** | | | | | | | | | | | | | | | | | | | | **Responsable** | | | | | | | | | | | **Fecha** | | | | |
| **1.** | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | |
| **2.** | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | |
| **3.** | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | |
| **4.** | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | |
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| **Próxima Reunión** | | | | | | | **Lugar:** | | | | | | | | | | | | | | | | | | | **Fecha** | | | | **Dia** | | **Mes** | | **Año** | |
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| **EVIDENCIA FOTOGRAFICA** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **LISTADO DE ASISTENCIA** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **FIRMAS (RESPONSABLE)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Elaboró el Acta:**  **Cargo:** | | | | | | | | | | | | | | **Responsable de Reunión:**  **Cargo:** | | | | | | | | | | | | | | | | | | | | | |
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