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| --- | --- | --- | --- | --- | --- | --- |
| **Nombre de la Reunión** | **Fecha** | | | **Hora**  **Inicial** | **Hora**  **Final** | **Acta N°** |
| **Día** | **Mes** | **Año** |
|  |  |  |  |  |  |  |
| **Lugar:** | | | | | | |

**PERSONAS QUE INTERVIENEN EN LA REUNIÓN**

|  |  |  |  |
| --- | --- | --- | --- |
| **NOMBRE** | **CARGO** | **INSTITUCIÓN** | **FIRMA** |
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**ORDEN DEL DÍA**

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| --- | --- |
| **TEMA** | **RESPONSABLE** |
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**DESARROLLO DE LA REUNIÓN**

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**COMPROMISOS Y SEGUIMIENTO**

C: Cumple N: No Cumple

| **Compromisos y tareas** | **Responsable de ejecutar** | **Fecha (dd/mm/aa)** | **SEGUIMIENTO** | | |
| --- | --- | --- | --- | --- | --- |
| **C** | **N** | **Observaciones (de acuerdo al cumplimiento / fecha)** |
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**FECHA PRÓXIMA REUNIÓN**

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| **Lugar:** | **Hora Inicio:** | **Fecha** | **Día** | **Mes** | **Año** |
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| **Responsable de elaboración del acta:** | **Firma:** | **Fecha** | **Día** | **Mes** | **Año** |
|  |  |  |