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| DATOS GENERALES | | | |
| Equipo: |  | | |
| Responsable: |  | | |
| Lugar: |  | | |
| Fecha de Junta: |  | | |
| Hora de Inicio: |  | Hora de Fin: |  |
| Propósito: |  | | |

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| ROLES DE LA JUNTA Y ASISTENTES | | | |
| Nombre | Iniciales | Rol | Firma |
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| PRE-REQUISITOS | |
| **Descripción** | **Quién** |
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| AGENDA | | | | | | | |
| Hora de | | | Tiempo (min) | | No | Temas | Encargado |
| Dia | Inicio | Fin | Plan | Real |
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| **Totales** |  |  |  |
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| ACUERDOS | | | |
| No | Qué | Quién | Cuándo |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

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| --- | --- |
| ISSUES | |
| No | Qué |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |

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| ACCIONES PENDIENTES | | | |
| No | Qué | Quién | Cuándo |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |