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| **Nombre de la reunión:** | |  | | | | | | | |
| **Folio asignado al servicio:** | |  | | | | | | | |
| **Nombre y firma del responsable convocante:** | |  | | | | | | | |
| **Lugar:** | |  | | | | | | | |
| **Fecha:** |  | | **Hora de inicio:** | |  | | **Hora de termino:** | |  |
| **Objetivo de la reunión:** | |  | | | | | | | |
| **Desarrollo de la reunión** | | | | | | | | | |
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| **Acuerdos** | | | | | | | | | |
| **Compromiso** | | | | **Responsable** | | **Fecha compromiso** | | **Seguimiento** | |
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