**ACTA DE REUNIÓN N°**

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| --- | --- | --- | --- | --- | --- |
| **Fecha:** | | | **Hora inicio:** | | **Hora finalización** |
| **Lugar:** | | | **Convocada por:** | | |
| **Anexa listado asistencia:** | **Si** | **No** | | **Elaborada por**: | |
| **Objeto de la actividad:** | | | | | |

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| **REVISIÓN DE COMPROMISOS** | | | |
| **No.** | **Compromiso** | **Responsable** | **Estado** |
| 1 |  |  |  |

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| **AGENDA** | |
| **No.** | **Temas a tratar** |
| **1** |  |

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| **DESARROLLO TEMÁTICO (RELATORÍA):** |
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| --- | --- | --- | --- |
| **COMPROMISOS ACORDADOS** | | | |
| **No.** | **Compromiso** | **Responsable** | **Fecha Entrega** |
| 1 |  |  |  |
| 2 |  |  |  |
| **FECHA Y LUGAR PRÓXIMA REUNIÓN:** | | | |