**ACTA No.### De 201#**

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| --- | --- |
| **FECHA:** | **HORA:** |
| **LUGAR:** |

1. **OBJETIVO DE LA REUNIÓN**

Xxxxx

Xxxxxx

xxXx

1. **TEMA(S) DE LA REUNIÓN**
2. Xxxxx
3. Xxxxxx
4. xxXx
5. …..
6. **ACUERDOS O DECISIONES**
7. Xxxxx
8. Xxxxxx
9. XxXx
10. …..
11. **COMPROMISOS Y RESPONSABLES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Tarea** | **Responsable** | **Fecha pactada** | **Cumplió?** |
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1. **ASITENTES Y FIRMAS**

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| **NOMBRE Y APELLIDO** | **CARGO** | **FIRMA** |
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