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| **Acta No:** | **Fecha y Hora Inicial** |  |
|  | **Fecha y Hora Final** |  |
| **Lugar** |  |
| **Asunto** |  |

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| **ASISTENTES** | **CARGO** | **ENTIDAD** |
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| ORDEN DEL DIA |
| **TEMA** | **DURACION** |
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| DESARROLLO DE LA REUNIÓN |
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| ACTIVIDADES PENDIENTES/COMPROMISOS |
| Actividad/Compromiso | Responsable | Fecha |
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| CONVOCATORIA PROXIMA REUNION |
| Responsable | Lugar | Fecha y hora |
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| FIRMAS |

Se anexa listado de asistencia SI \_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_

Asistentes

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| Reservado\_Para\_Firma\_MecánicaUsunombreCcarnombre |  |