| **ACTA DE REUNIÓN** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **FECHA:** | | | | **HORA:** | | |
| **LUGAR:** | |  | | | | |
| **PROCESO QUE CONVOCA:** | |  | | | | |
| **TEMA** | |  | | | | |
| **DESARROLLO DE LA REUNIÓN** | | | | | | |
|  | | | | | | |
| **OBSERVACIONES** | | | | | | |
|  | | | | | | |
| **No** | **COMPROMISOS** | | **ENTREGABLE** | | **RESPONSABLE** | **FECHA DE ENTREGA** |
| 1 |  | |  | |  |  |
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| 3 |  | |  | |  |  |
| 4 |  | |  | |  |  |
| 5 |  | |  | |  |  |

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| **PARTICIPANTES** | | | |  |
| **No.** | **NOMBRE COMPLETO** | **ROL/CARGO** | **DEPENDENCIA** | **FIRMA** |
| 1 |  |  |  |  |
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| 14 |  |  |  |  |
| 15 |  |  |  |  |