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| **ACTA No.** |  |
| **DENOMINACION** | COLOCAR A EL MOTIVO DE PORQUE SE HACE LA REUNION EJEMPLO: VISITA ESE |

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| **FECHA** |  |  |  | **HORA** | INICIO | FINALIZACIÓN |
| **LUGAR** |  | | | | | |

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| **MOTIVO E INTRODUCCIÓN** |
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| **ASISTENTES** | |
| **NOMBRE** | **CARGO / IDENTIFICACION** |
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| **INVITADOS** | |
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| **ORDEN DEL DIA** |
| 1. |
| 2. |
| 3. |

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| **DESARROLLO** | |
| **ACTIVIDAD** | 1. |
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| **ACTIVIDAD** | 2. |
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| **ACTIVIDAD** | 3. |
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| **ACTIVIDAD** | 4. |
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| COMPROMISOS | | | | | | |
| ACTIVIDAD | | RESPONSABLE | | FECHA | CUMPLIMIENTO | |
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En constancia firman:

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| **FECHA** | | | **MOTIVO:** |  |
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| **FIRMAS** | |
| **NOMBRE** | **CARGO / IDENTIFICACION** |
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| **INVITADOS** | |
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**ANEXOS**

Escribir el número de folios o el tipo de anexo.

Proyectó:

Revisó: