**Reunión de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Acta N°:** \_\_\_\_\_\_ **Fecha:** \_**DD/MM/AAAA** \_ **Hora inicio:** \_\_\_\_\_\_\_\_\_ **Hora finalización:** \_\_\_\_\_\_ **Lugar:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Objetivo

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**Temas tratados**

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**Compromisos adquiridos**

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| **Actividad** | **Responsable** | **Fecha de cumplimiento** | **Cumplimiento de compromisos** |
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**Participantes (Requiere firma de las personas que participaron en la reunión)**

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| --- | --- | --- | --- |
| **Nombre** | **Cargo** | **Entidad / Empresa** | **Firma** |
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