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| Minuta de reunión |

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| **Fecha** |  | **Hora Inicio** |  |  |
| **Lugar** |  | **Hora Fin** |  |  |
| **OBJETIVO** | | | | |

# Asistentes

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| **Nombre** | **Puesto** | **Asistencia** | **Firma o Motivo** |
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# Asuntos Agendados

# Compromisos asumidos

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| **ASUNTO** | **ACUERDO** |
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| Encargado |  | Fecha de aprobación |