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| **COMITÉ:** |
| **Citada por:** | Acta No: |
| **Preside:** | **Fecha:**  |
| **Secretario:** | **Hora inicio:**  |
| **Lugar:** | **Hora Fin:**  |

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| **CONVOCADOS** |
| **No.** | **Nombre** | **Dependencia** | **Cargo** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **n** |  |  |  |

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| **PARTICIPANTES** |
| **No.** | **Nombre** | **Dependencia** | **Cargo** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **n** |  |  |  |

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| **ORDEN DEL DÍA - TEMAS A TRATAR** |
| **1** |  |
| **2** |  |
| **3** |  |
| **n** |  |

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| **DESARROLLO DE LA REUNIÓN** |
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| **CONCLUSIONES** |
| **No** | Tarea | **Responsable** | **Período de cumplimiento** | Observaciones |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7**  |  |  |  |  |
| **n** |  |  |  |  |

Firmas: