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| AREA | | | |  | | | | | | | | | | | | | | | | No Consecutivo | | | |
| PROCESO | | | |  | | | | | | | | | | | | | | | |  | | | |
| Reunión | Ordinaria | | | | Extraordinaria | | | | | Fecha | | | D | M | | A | | Hora inicio | | | | | |
| Lugar |  | | | | | | | | | | | | | | | Hora finalización | | | | | | | |
| Asistentes | | | | | | | | | | | Institución / Cargo / Delegación / Representación | | | | | | | | | | | | |
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| Objetivos de la reunión | | | | | | | | | | | | | | | | | | | | | | | |
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| 5 | | | | | | | | | | | | | | | | | | | | | | | |
| Temas tratados en la reunión : | | | | | | | | | | | | | | | | | | | | | | | |
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| Acciones suscitadas | | | | | | | | | Responsable | | | | | | | | | | Fecha de entrega | | | | |
| D | | | M | A |
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| Próxima reunión | | | | | | | | | | | | | | | | | | |  | | |  |  |
| Quien Cita: | | | | | | | | | | | | | | | | | | | | | | | |
| EVALUACIÓN Y CIERRE DE LA REUNIÓN | | | | | | | | | | | | | | | | | | | | | | | |
| ¿Se logró el objetivo? | | | | | | | Si\_\_\_ NO\_\_\_ | | | | | | | | | | Referencia de logro de los objetivos planteados: | | | | | | |
|  | |  | | | | | |  | | | |  | | |  | | | | | |  | | |
| Nombre | | Cargo | | | | | | Firma | | | | Nombre | | | Cargo | | | | | | Firma | | |
| Anexos | Si | | No | | |  | | | | | | | | | | | | | | | | | |