1. **Nombre de la Reunión:**
2. **Propósito de la reunión:**
3. **Lugar:**
4. **Fecha:**
5. **Orden del día:**

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| --- | --- | --- | --- |
| **Acuerdos o acciones** | **Evidencia de cumplimiento** | **Fecha límite para presentar evidencia** | **Responsable (s)** |
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**ASISTENTES**

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| **No.** | **Nombre** | **Cargo** | **Teléfono** | **Correo Institucional** | **Firma** |
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