**ACTA DE REUNIONES**

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| **DATOS DE LA REUNIÓN** | | | | | | | | |
| **Nombre de la reunión:** | |  | | | | | | |
| **Fecha:** | |  |  | | **Hora inicio:** |  | **Hora término:** |  |
| **Lugar:** | |  | | | | | | |
| **Tabla de temas:** | |  | | | | | | |
| **DESCRIPCIÓN TEMÁTICA** | | | | | | | | |
| **1** |  | | | | | | | |
| **2** |  | | | | | | | |
| **3** |  | | | | | | | |
| **4** |  | | | | | | | |
| **5** |  | | | | | | | |
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| **ACUERDOS U OBSERVACIONES** | | | | | | | | |
| **Responsable** | | | | **Acuerdo** | | | | |
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| **FECHA PRÓXIMA REUNIÓN:** |  |
| **ENCARGADO DEL ACTA:** |  |
| **OTROS:** |  |

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| **ASISTENTES A LA REUNIÓN** | | |
| **Nombre y apellidos** | **Unidad / Servicio** | **Firma** |
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