**ACTA DE REUNIÓN**

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| **Fecha:** |  | **Hora Inicio:** |  | **Hora finalización** |  |

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| **ASUNTO** |
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| **ASISTENTES A LA REUNIÓN** | | | | |
| **Nombre** | **Entidad** | **Correo** | **Teléfono** | **Firma** |
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| **DESARROLLO DE LA REUNIÓN** |
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| **COMPROMISOS ADQUIRIDOS** | | |
| **Compromiso** | **Fecha de entrega** | **Responsable** |
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Notas: Se realizarán reuniones de seguimiento cada 15 días para hacer seguimiento a los compromisos