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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Número: | Fecha: | | | Hora: | | Proceso: | | | | |
| Actividad del Proceso: | | | | | | | | | | |
| Carácter de la reunión: | | Ordinaria: |  | | | | Extraordinaria: | |  | |
| Lugar: | | | | | Coordinador: | | | | | |
| Asunto de la reunión: | | | | | | | | | | |
| Asistentes: | | | | | | | | | | |
| Orden del día: | | | | | | | | | | |
| Desarrollo de la reunión: | | | | | | | | | | |
| Decisiones tomadas: | | | | | | | | | | |
| Tareas | | | | | | | | Responsable | | Fecha |
|  | | | | | | | |  | |  |
| Firmas:   |  |  |  | | --- | --- | --- | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | |