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| **ACTA** | **Nº** |  |
| **TIPO DE REUNIÓN**

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| **Seguimiento** |  |  **Toma de**  **Decisiones** |  |  **Informativa** |  |  **Evaluación** |  |  **Promoción** |  |

 |
| **GESTIÓN** |  | **PROCESO** |  |  **TEMA** |  |
| **FECHA** | **LUGAR** | **HORA DE INICIO** | **HORA FINALIZACIÓN** |
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| **ASISTENTES:** |
| **NOMBRES Y APELLIDOS** | **CARGO** |
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| **INVITADOS** |  |
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| **AUSENTE(S)** | **MOTIVO** |
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| **ORDEN DEL DÍA** |
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| **DESARROLLO** |
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| **COMPROMISOS** | **RESPONSABLE(S)** | **FECHA** |
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| **Responsable de elaborar el acta:**  |  |
| **OBSERVACIONES** |  |
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| **ACTA** | **Nº** |  |
| **TIPO DE REUNIÓN**

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| **Seguimiento** |  |  **Toma de**  **Decisiones** |  |  **Informativa** |  |  **Evaluación** |  |  **Promoción** |  |

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| **GESTIÓN** |  | **PROCESO** |  |  **TEMA** |  |
| **FECHA** | **LUGAR** | **HORA DE INICIO** | **HORA FINALIZACIÓN** |
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 **REGISTRO DE ASISTENTES**

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| **NOMBRE COMPLETO** | **No. CELULAR** | **CORREO ELECTRONICO** | **FIRMA**  |
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 **REGISTRO DE ASISTENTES**

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| **NOMBRE COMPLETO** | **No. CELULAR** | **CORREO ELECTRONICO** | **FIRMA**  |
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