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| 1. **INFORMACIPON GENERAL** |

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| **FECHA ELABORACIÓN** | | |  | **HORA INICIO** | | |  | **HORA FINAL** | | |  | **LUGAR DE LA REUNION** |
| **DD** | **MM** | **AA** |  | **AM** | **PM** |  | **AM** | **PM** |  |
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| **PROCESO Y/O SISTEMA DE GESTIÓN RESPONSABLE** |  |

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| 1. **ORDEN DEL DIA** |
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| 1. **TEMAS TRATADOS** |
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| 1. **COMPROMISOS ADQUIRIDOS** | | |
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| **COMPROMISOS ADQUIRIDOS** | **FECHA DE CUMPLIMIENTO**  **(DD/MM/AA)** | **RESPONSABLE** |
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| 1. **RESULTADOS Y CONCLUSIONES** |
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| 1. **FIRMAS DE RESPONSABLES** | | | |
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| **ELABORADO POR** | | **APROBADO POR** | |
| **Nombre** |  | **Nombre** |  |
| **Cargo** |  | **Cargo** |  |
| **Firma** |  | **Firma** |  |

| **ASUNTO** |  | **FECHA DE LA REUNION** | **DD** | **MM** | **AA** |
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| **LISTADO DE ASISTENTES** | | | | |
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| **No.** | **NOMBRE** | **DEPENDENCIA / CARGO** | **E-MAIL** | **FIRMA** |
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| 15 |  |  |  |  |