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| **ACTA N°** |  | **FECHA** |  | **HORA INICIO** |  | **LUGAR** |  |
| **HORA FINAL** |  |
| **NOMBRE DE LA REUNIÓN:** | | | | | | | |
| **OBJETIVO DE LA REUNIÓN:** | | | | | | | |
| **RESPONSABLE DE LA REUNIÓN:** | | | | | | | |

**CONVOCADOS/ ASISTENTES**

|  |  |  |  |
| --- | --- | --- | --- |
| **NOMBRES Y APELLIDOS** | **CARGO / DEPENDENCIA** | **ASISTIÓ** | |
| **SI** | **NO** |
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| **AGENDA** |
| 1.  2.  3.  4. |
| **DESARROLLO DE LA AGENDA** |
| 1.  2.  3.  4. |

**OPORTUNIDADES DE MEJORA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **TAREA/ACTIVIDAD** | **RESPONSABLE** | **RECURSOS** | **ENTREGA** |
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| **OBSERVACIONES** |

En constancia firman,

**FIRMA FIRMA**

NOMBRE NOMBRE

CARGO CARGO

**FIRMA FIRMA**

NOMBRE NOMBRE

CARGO CARGO