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| 1. **Referencia:** |  | | |
| 1. **Redactada por:** |  | | |
| 1. **Asistentes:** | **Convocados** | ***Nombre*** | ***Dependencia/cargo*** |
|  |  |  |
| **Invitados** |  |  |
| **Convoca** |  |  |
| 1. **Ausentes:** | **Convocado** |  |  |
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| 1. **Resumen:** | **Objetivo:** | | |
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| **Agenda**: | | |
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| **Nº** | 1. **Desarrollo de la Agenda** |
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| 1. **Acciones – Tareas – Compromisos** | | | |
| **Nº** | **Descripción** | **Responsable** | **Fecha** |
| 01 |  |  |  |

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| * 1. **Informaciones** | | |
| **Nº** | **Descripción** | **Informante** |
| 01 |  |  |

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| * 1. **ANEXOS** | |
| **Nº** | **Descripción** |
| 01 |  |

En constancia firman

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