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| **CODIGO TRD: 320** | | | | | | |
| **ACTA No.** | | **LUGAR:** | **FECHA:** | **HORA DE INICIO:** | | **HORA FINAL:** |
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| **OBJETO DE LA REUNION** | | | | | | |
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| **ORDEN DEL DÍA** | | | | | | |
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| **SEGUIMIENTO A COMPROMISOS ANTERIORES** | | | | | | |
| **ITEM** | **COMPROMISO** | | | | **ESTADO**  **(Culminado – Pendiente – En proceso)** | |
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| **DESARROLLO DE LA REUNIÓN** |
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| **COMPROMISOS ADQUIRIDOS** | | |
| **ACCIÓN A EJECUTAR** | **RESPONSABLE DE EJECUCIÓN** | **FECHA LÍMITE DE EJECUCIÓN** |
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| **REGISTRO DE ASISTENCIA** | | |
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| **NOMBRE COMPLETO** | **CARGO** | **FIRMA** |
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| Anexos |