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| **ACTA No. \_\_\_** |
| **Proceso:**  |
| **Unidad Académica y/o Administrativa:**  | **Hora de Inicio:** |
| **Motivo y/o Evento:**  | **Hora de finalización:** |
| **Lugar:**  | **Fecha:** |
| **Participantes** | **Nombre** | **Cargo** | **Firma** |
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| **Elaboró:**  | **Visto Bueno del Acta:**  |

**OBJETIVO:**

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**ORDEN DEL DÍA:**

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**DESARROLLO:**

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| **COMPROMISOS** |
| **Actividad/Tarea** | **Líder/Responsable** | **Fecha de Cumplimiento** |
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