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| **NOMBRE DEL CONSEJO O COMITÉ**  **SESIÓN ORDINARIA O EXTRAORDINARIA No. \_\_\_**  **FECHA (DD/MM/AAAA)** | | | |
| **Proceso:** | | | |
| **Motivo y/o Evento:** | | | **Hora de Inicio:** |
| **Lugar:** | | | **Hora de finalización:** |
| **Miembros** | **Nombre** | **Cargo** | |
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| **Elaboró:** | | | |

**OBJETIVO:**

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**ORDEN DEL DÍA:**

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**DESARROLLO:**

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Finaliza la sesión siendo las HH:MM AM – PM

La presente acta es Aprobada en la Sesión No. XXX del DD de MES de AAAA

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| Firma | Firma |
| (Nombre)  (Cargo) | (Nombre)  (Cargo) |
| **Presidente** | **Secretaría Técnica** |

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