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| **FECHA** | | **DIA** | | **MES** | | **AÑO** | | **Hora Inicio** | | | | | **Hora Final** | | | | | **Lugar :** | | | |  | | | | | | | | | | | | | |
|  | |  | |  | |  | | | | |  | | | | | **Proceso:** | | | |  | | | | | | | | | | | | | |
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| **Reunión o Comité:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Objetivo de la Reunión o Comité:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Eje Estratégico del Plan de Desarrollo:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **ASISTENTES** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Ver Listado de Asistencia** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **ORDEN DEL DIA** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Actividades** | | | | | | | | | | | | | | | | | | | | | | | | **Responsable** | | | | | | | | | | | |
| **1.** | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |
| **2.** | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |
| **3.** | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |
| **4.** | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |
| **5.** | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |
| **6.** | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |
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| **DESARROLLO DE LA REUNION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **TAREAS ASIGNADAS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Que Hacer** | | | | | | | | | | | | | | | | | | | **Responsable** | | | | | | | | | | | **Fecha** | | | | | |
| **1.** | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | | |
| **2.** | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | | |
| **3.** | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | | |
| **4.** | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | | |
| **5.** | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | | |
| **6.** | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | | |
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| **PróximaReunión** | | | | | | | **Lugar:** | | | | | | | | | | | | | | | | | | **Fecha** | | | | **DIA** | | **MES** | | **AÑO** | | |
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| **FIRMAS (RESPONSABLE )** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Elaboro el Acta: Cargo:** | | | | | | | | | | | | | | | | | | **Responsable deReunión: Cargo:** | | | | | | | | | | | | | | | | | |
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| **ELABORADO POR** | **REVISADO POR** | **APROBADO POR** |
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| **REGISTRO DE CAMBIOS Y REVISIONES** | | | | |
| **REVISIÓN No.** | **FECHA** | **PÁGINAS** | **SOLICITANTE** | **OBSERVACIONES** |
| 0 | 23/072015 | Todas | Calidad | Creacion de Documento |
| 1 | 25/11/2020 | Todas | Calidad | Cambio de Logos |
| 2 | 19/11/2021 | Todas | Calidad | Actualizacion TRD |
| 3 | 19/07/2022 | Todas | Calidad | Se le Ingresa Ítem de No de Acta |
| 4 | 01/09/2022 | Todas | Calidad | Se le Ingresa Logo de Certificación |