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| **Fecha:** |  | **Lugar:** |  |
| **Hora de Inicio:** |  | **Nombre del Proyecto:** |  |
| **Hora de Término:** |  |
| **No. de reunión:** |  | **Fase:** |  |

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| **A C U E R D O S** | | |
| **ID** | **Descripción** | **Área que Define** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

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| --- | --- | --- | --- | --- |
|  | **C O M P R O M I S O S** | | | |
| **No.** | **Descripción** | **Entregable** | **Fecha Compromiso** | **Área Responsable** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **P A R T I C I P A N T E S** | | | |
| **Nombre** | **Cargo/Rol** | **Firma** |
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