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| *NO. MINUTA* |  | *DEPARTAMENTO O ACADEMIA:* | |
| *FECHA:* |  | *HORA INICIO:* | *HORA FIN:* |
| *LUGAR:* |  | *RELATOR:* | |

**Asistentes:**

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| *Nombre* | *Puesto* | *Firma* |
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**Propósito (s):**

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**Temas del día:**

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| **Conclusiones/Compromisos/Acuerdos:** | **Fecha de realización** |
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| **Próxima reunión (si está programada)** |  |

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| **Firma del relator** |