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| **I. INFORMACIÓN GENERAL** |

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| **Número de Minuta:** |  | | |
| **Asunto de reunión:** |  | | |
| **Lugar:** |  | | |
| **Fecha** |  | | |
| **Hora inicio:** |  | **Hora final:** |  |

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| **II. PARTICIPANTES** |

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| **NOMBRE** | **OFICINA** | **Rol** |
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| **III. ASUNTOS TRATADOS** |

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| **Agenda** | **Responsable** |
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| **IV. ACUERDOS TOMADOS** |

| **Acuerdo** | **Responsable** | **Plazo** |
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