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| Comité: |  | | |
| No. de reunión: |  | Fecha: |  |
| Criterio No.: |  | | |
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| Inicio: |  | Final: |  |
| Siguiente reunión: |  | | |

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| Participantes | ok[[1]](#footnote-1) |
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| Asunto general | | |
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| Agenda | Tiempo | ok |
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| Tareas/Pendientes | Responsable de la acción | Fecha límite |
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| Decisiones/Conclusiones | Responsable (s) de la acción | Fecha límite |
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| Resumen general/Comentarios/Dudas a resolver |
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| Responsable del Comité | Responsable de la minuta |

1. Ok, implica que el participante asistió y que el foco de la agenda por tratar se completó. [↑](#footnote-ref-1)