**Minuta de Reunión**

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| INFORMACIÓN PROYECTO |

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| Código Proyecto | | |  | | | |
| Nombre Proyecto | | |  | | | |
| Objetivo Reunión | | |  | | | |
| Fecha | | |  | | | |
| Lugar | | |  | | | |
| Hora Inicio |  | | **Hora Inicio Real** | |  | |
| Hora Termino |  | | **Hora Término Real** | |  | |
| Duración Estimada |  | | | | | |
| Encargado Minuta |  | | | | | |
| Fecha Minuta Anterior |  | | **Identificación Minuta Anterior** |  | | |
| Lectura Minuta Anterior | **SI** | |  | **NO** | |  |
| Asistentes: | **ID** | **Nombre Participante** | | **Rol** | | **Empresa** |
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| LECTURA MINUTA ANTERIOR |

COMPROMISOS CERRADOS (Minuta Anterior)

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| **Responsable** | **Detalle** | **Fecha Inicial de Entrega Compromiso (dd-mm-aa)** | **Fecha Nueva de Entrega Compromiso (dd-mm-aa)** |
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| DESARROLLO DE TEMAS |

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| **#** | **Planteado por** | **Detalle** |
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| NUEVOS COMPROMISOS |

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| **Responsable** | **Detalle** | **Fecha Inicial de Entrega Compromiso (dd-mm-aa)** |
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| COMPROMISOS PENDIENTES (Todos) |

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| **Responsable** | **Detalle** | **Fecha Inicial de Entrega Compromiso (dd-mm-aa)** | **Fecha Nueva de Entrega Compromiso (dd-mm-aa)** |
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