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| Nombre de la Reunión - Objeto (Si aplica): | | | | | |  | | | | | | | | | | |
| Sede: | |  | Lugar de Evento: | |  | | Fecha: |  | | Hora Inicio: | |  | | Hora  Fin: | |  |
| Convocado por: | | | | |  | | | | | Dependencia o Área: | |  | | | | |
| Capacitador(es) o Responsable(s): | | | | |  | | | | | | | | | | | |
| Temas a Tratar (Si aplica): | | | | |  | | | | | | | | | | | |
| # | | Nombre y Apellido | | | | | Área | Cargo | | Correo Electrónico | | | | Teléfono - Ext | | Firma |
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| Firma Capacitador(es) o Responsable(s): | | | | |  | | | | | | | | | | | |
| # | Nombre y Apellido | | | | | | Área | | Cargo | | Correo Electrónico | | Teléfono - Ext | | Firma | |
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| Firma Capacitador(es) o Responsable(s): | | | |  | | | | | | | | | | | | |