

**ACTA DE REUNIÓN**

*(Meeting minutes)*

**Fecha:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Hora:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Date) (Time)*

**Asunto:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Lugar**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Subject) (Location)*

**Asistentes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Attendees)*

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**Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Schedule)*

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| **#** | **Discusión***(Discussion)* |
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| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |

| **#** | **Acuerdos***(Agreements)* |
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| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |

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| **Próxima reunión:*****(Next meeting)*** |  |
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|  |  |  |
| **Minuta preparada por:*****(Minute prepared by:)*** | **Firma*****(Signature)*** |