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| **Tema da Reunião:** |

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| **Data e Hora** | **Local** |
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# Participantes

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| **Nome** | **Unid./Empresa** | **Contato (telefone ou e-mail)** | **Assinatura** |
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# Objetivos

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# Tópicos discutidos

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# Ações a serem tomadas

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|  **Ação** | **Responsável** | **Previsão** |
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# Próxima reunião

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# Informações adicionais

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Histórico de Emissões do Padrão do Documento\*

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| Data | Revisão | Sumário das Revisões | Emitido por | Aprovado por |
| 01/08/2019 | 00 | Emissão Inicial | DGQ/ETU | Diretor do ETU |
| 29/01/2020 | 01 | Alteração no Cabeçalho do Documento | DGQ/ETU | Diretor do ETU |

\*Preenchimento DGQ.