**SOFTWARE DE ASISTENCIA REMOTA - SARE**

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| Acta de reunión | **No.** | **Tipo de reunión** (marque una X): | | |
|  | Daily Scrum Meeting: **\_\_\_\_\_** | Sprint Planning Meeting: **\_\_\_\_\_** | Sprint Retrospective: **\_\_\_\_\_** |

Siendo las \_\_\_\_\_\_\_\_\_\_\_, del día \_\_\_\_ de \_\_\_\_\_\_\_de 2024, se reunieron de forma virtual los integrantes del Scrum Teams del software denominado “Software SARE”, según se detalla en el registro de asistencia, con el fin de \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_correspondientes al Sprint “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”.

Con el siguiente orden del día:

1. Acuerdos sobre la dinámica de trabajo
2. Seguimiento a tareas y compromisos acordados
3. Compromisos y varios

**Desarrollo:**

1. Acuerdos sobre la dinámica de trabajo:

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1. Seguimiento a tareas y compromisos acordados:

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| **Nombre integrante:** | **¿Qué hizo desde el último encuentro?** | **¿Qué tiene planeado hacer hoy?** | **¿Qué dificultades tuvo?** |
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1. Compromisos y varios:

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| Evidencias del Daily Scrum: | | | | | | |
| Print Screen: | | | | | | |
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| Registro de asistencia: | | | | | | |
| Nombre - Apellido | Rol | Firma |  | Nombre - Apellido | Rol | Firma |
|  | Scrum Teams |  |  | Product Owner |  |
|  | Scrum Teams |  |  | Scrum Master |  |
|  | Scrum Teams |  |  | Scrum Teams |  |
| Enlace de vídeo de la grabación de la reunión: | | | | | | |
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