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| **Unidad / Proceso que Convoca** | Investigación - Grupo de Investigación en Ingeniería de Sistemas GIIS |

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| **No. de Acta** |  | **Fecha** |  |  |  |  |  |  |
| **Año** | **Mes** | **Día** | **Hora Inicio** | **Hora Fin** |

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| **Órganos**  **de Gobierno** |  | **Comité** |  | **Reunión de Trabajo** |  |

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|  | | **CONVOCADOS** | | **¿Asistió?** | |
| **No** | **Nombre** | | **Cargo** | **Sí** | **No** |
| **1** |  | |  |  |  |
| **2** |  | |  |  |  |
| **3** |  | |  |  |  |
| **4** |  | |  |  |  |
| **5** |  | |  |  |  |
| **6** |  | |  |  |  |
| **7** |  | |  |  |  |
| **NOMBRE DEL PROYECTO** | | | | | |
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| **TEMAS GENERALES DE LA REUNIÓN** | | | | | |
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| **DESARROLLO** | | | | | |
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| **COMPROMISOS DE LA REUNIÓN** | | | |
| **Descripción** | **Responsable** | **Fecha de Entrega** | **Seguimiento** |
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| **NECESIDADES DE COMUNICACIÓN** | |
| **Descripción** | **Dirigido a** |
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| **ACUERDOS** |
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Acta elaborada por: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_