Reunión de Planeación del proyecto:

\*Datos obligatorios

|  |  |  |  |
| --- | --- | --- | --- |
| **Estatus minuta** |  | Compromisos establecidos |  |

|  |  |
| --- | --- |
| \*Asunto/Propósito |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **\*Nombre organizador** |  | | | \*Fecha |  |
| **\*Lugar** |  | | | | |
| **\*Fecha y hora de Junta** |  | **\*de:** |  | **\*A:** |  |
| **\*Responsable del seguimiento de la minuta** |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **\*ASISTENTES** | | | |
| **No** | **Nombre** | **Iniciales** | **Rol** |
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| \*PRE-REQUISITOS | |
| **Descripción** | **Quien** |
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| --- | --- | --- | --- | --- | --- | --- |
| \*AGENDA | | | | | | |
| **Hora de** | | **Tiempo** (min) | | **No** | Temas | **Líder de**  **Discusión** |
| **Inicio** | **Fin** | **Plan** | **Real** |
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| **Compromisos** | | | | | |
| No | **Que** | Quien | **Cuando** | **Porcentaje finalizado** | **Observación** |
|  |  |  |  |  |  |
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**Notas \*ninguna\***