|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Minuta de Reunión Formal de Avance | | | | | | | |
|  | | | | | | | |
| **[PROYECTO]** | | **[GRUPO]** | | **[FECHA DE REUNIÓN]** | | **[RF #]** | |
|  | | | | | | | |
| **Apuntador** | | |  | | | | |
| **Asistentes** | | | | | | | |
| |  |  |  | | --- | --- | --- | | **Apellido y Nombre** | **Rol en el Proyecto** | **FIRMA** |  |  |  |  | | --- | --- | --- | | [Cosme, Fulanito] | [Jefe de Proyecto] |  | |  | [Analista] |  | |  | [Desarrollador] |  | |  | [Tester] |  | |  | [Cliente] |  | | | | | | | | |
| **Desarrollo** | | | | | | | |
| **TEMA** |  | | | | | | |
| **Discusión** |  | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **Conclusiones** |  | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **Planes de acción** | | | | | **Responsable** | | **Plazo** |
|  | | | | |  | |  |
|  | | | | |  | |  |
|  | | | | | | | |
| **TEMA** |  | | | | | | |
| **Discusión** |  | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **Conclusiones** |  | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **Planes de acción** | | | | | **Responsable** | | **Plazo** |
|  | | | | |  | |  |
|  | | | | |  | |  |
|  | | | | |  | |  |
| **TEMA** |  | | | | | | |
| **Discusión** |  | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **Conclusiones** |  | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **Planes de acción** | | | | | **Responsable** | | **Plazo** |
|  | | | | |  | |  |
|  | | | | |  | |  |
|  | | | | | | | |
| **TEMA** |  | | | | | | |
| **Discusión** |  | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **Conclusiones** |  | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **Planes de acción** | | | | | **Responsable** | | **Plazo** |
|  | | | | |  | |  |
|  | | | | |  | |  |
|  | | | | | | | |

|  |  |
| --- | --- |
| **PROXIMA REUNION** | Haga clic aquí para escribir una fecha. |