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|  | | **Act of Beginning** | **Meeting minutes** | **Activities diagram**  **Only** | | **Resources and budgets sheet** | | **Bitacora** | | **Change matrix** | | | **Proyect Plan** | **Closing Act** |
| Involved | Role in the project |
| **Only** | **Biweekly** | |  | | **By Modification** | | **Weekly** | | **By Modification** | **Only** | | **Only** |
| Jairo Daniel Pérez | Client |  |  |  | |  | |  | |  | | |  |  |
| José Eduardo Soreque Ávila | Project Manager |  |  |  | |  | |  | |  | | |  |  |
| Mayrani Reyes Galán | Engangament Management |  |  |  | |  | |  | |  | | |  |  |
| Jairo Daniel Pérez | Tester |  |  |  | |  | |  | |  | | |  |  |
| Óscar David López Bárcenas | Analista |  |  |  | |  | |  | |  | | |  |  |
| Mayrani Reyes Galán | Documenter |  |  |  | |  | |  | |  | | |  |  |
| Óscar David López Bárcenas | Documenter |  |  |  | |  | |  | |  | | |  |  |
| Erick Antonio Mejía Meza | Designer |  |  |  | |  | |  | |  | | |  |  |
| Mayrani Reyes Galán | Designer |  |  |  | |  | |  | |  | | |  |  |
| Óscar David López Bárcenas | Programmer |  |  |  | |  | |  | |  | | |  |  |
| Erick Antonio Mejía Meza | Programmer |  |  |  | |  | |  | |  | | |  |  |

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| --- | --- |
| Symbol | Meaning |
|  | Text document |
|  | Spreadsheet |
|  | Via Email |
|  | Of mandatory knowledge |

