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| **DATOS GENERALES** | | | |
| **Equipo:** | **MICROCONTROLADORES** | | |
| **Responsable:** | EDWIN GABRIEL ZARATE GONZALEZ | | |
| **Lugar:** | SOMBRERETE ZACATECAS | | |
| **Fecha de Junta:** | 29-01-2020 | | |
| **Hora de Inicio:** | 13:00 PM | **Hora de Fin:** | 14:00 PM |
| **Propósito:** | ENTENDER EL ALCANCE DEL PROYECTO. | | |

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| **ROLES DE LA JUNTA Y ASISTENTES** | | | |
| **Nombre** | **Iniciales** | **Rol** | **Firma** |
| JOSÉ GERARDO LUÉVANOS JIMÉNEZ | JGLJ | G.SOPORTE |  |
| EDWIN GABRIEL ZARATE GONZÁLEZ | EGZG | LÍDER DE P. |  |
| JOSÉ ARTEMIO BARRAZA ALVARADO | JABA | PARTICIPANTE |  |
| ERICKA JAZMÍN ROBLES GÓMEZ | EJRG | PARTICIPANTE |  |
| SAÚL ROMÁN BARRAZA | SRB | PARTICIPANTE |  |
| Laura Castrejón | LC | CLIENTE |  |

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| **PRE-REQUISITOS** | |
| **Descripción** | **Quién** |
| 1 LIBRETA DE RAYA | LÍDER DE EQUIPO |
| 1 COMPUTADORA | GERENTE DE SOPORTE |
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| **AGENDA** | | | | | | | | | | | |
| **Hora de** | | | | **Tiempo (min)** | | | **No** | | **Temas** | | **Encargado** |
| **Dia** | **Inicio** | **Fin** | **Plan** | | **Real** |  | |  | |  | |
| 29-01-2020 | 13:00 PM | 13:15:PM | 15 MIN | | 15 MIN | 1 | | DELIMITAR ALCANCE DEL PROYECTO | | LÍDER DE PROYECTO | |
| 13:15 PM | 13:30 PM | 15 MIN | | 15 MIN | 2 | | DELIMITACIÓN DE MÓDULOS NECESARIOS | | G. SOPORTE | |
| 13:30 PM | 13:45 PM | 15 MIN | | 15 MIN | 3 | | DELIMITACIÓN DE USUARIOS RESPONSABLES DEL USO DEL PROYECTO. | | LÍDER DE PROYECTO | |
| 13:45 PM | 14:00 PM | 15 MIN | | 15 MIN | 4 | | CARACTERÍSTICAS DE LOS MÓDULOS NECESARIOS. | | G. SOPORTE | |
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| **Totales** |  |  |  |
| **60 MINUTOS** |  |  |  |

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| **ACUERDOS** | | | |
| **No** | **Qué** | **Quién** | **Cuándo** |
| 1 | Que cada personal tenga su propia base de datos |  |  |
| 2 | PENDIENTES |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

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| **ISSUES** | |
| **No** | **Qué** |
| 1 |  |
| 2 |  |
| 3 | PENDIENTES |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |

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| **ACCIONES PENDIENTES** | | | |
| **No** | **Qué** | **Quién** | **Cuándo** |
| 1 | PENDIENTES |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |