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| **ACTA DE REUNIÓN** | |
| **Comité o Grupo:** | Acta No 001 |
| **Citada por:** Equipo de desarrollo de software | **Fecha:** |
| **Coordinador:** | **Hora inicio:** **Fin** |
| **Secretario:** | **Lugar:** |

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| **PARTICIPANTES** | | | |
| **No.** | **Nombre** | **Cargo** | **Teléfono** |
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| **PUNTOS DE DISCUSION** | |
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| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |

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| **DESARROLLO DE LA REUNIÓN** |
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| **Observaciones.** |

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| **CONCLUSIONES** | | | | |
| **No** | Tarea | **Responsable** | **Período de cumplimiento** | Observaciones |
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