**MINUTA DE TRABAJO**

Nombre de la Academia\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minuta #\_\_\_\_\_\_\_\_\_\_\_\_

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| **Fecha:** | **Hora:** | **Turno:** |
| **Plantel: Gustavo A. Madero I** | | |
| **Objetivo:** | | |

**Orden del día:**

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| **Asunto** | **Responsable** |
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**Lista de asistencia:**

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| **No** | **Nombre** | **Puesto** | **Carrera que imparte y módulo** | **Semestre que imparte** | **Firma** |
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**Acuerdos y/o compromisos**

**Planes y Programas de estudio:**

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| **Acuerdo y/o compromiso** | **Responsable** | **Fecha de atención** |
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**Gestión en el aula:**

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| **Acuerdo y/o compromiso** | **Responsable** | **Fecha de atención** |
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**Desarrollo del estudiante:**

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| **Acuerdo y/o compromiso** | **Responsable** | **Fecha de atención** |
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**Desarrollo docente:**

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| **Acuerdo y/o compromiso** | **Responsable** | **Fecha de atención** |
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| **Nombre y firma del Coordinador** | **Nombre y firma del Secretario** |
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**Formato 03**

**SEGUIMIENTO DE ACCIONES**

**Reuniones de Academia**

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| --- | --- | --- |
| **Fecha:** | **Hora:** | **Lugar:** |
| **Objetivo:** | | |
| **Grado de avance de la actividad:** | | |
| **Acciones concretas a realizar:** | | |
| **Fecha de conclusión:** | | |

**Seguimiento de acciones:**

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| **Asunto** | **Responsable** | |
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