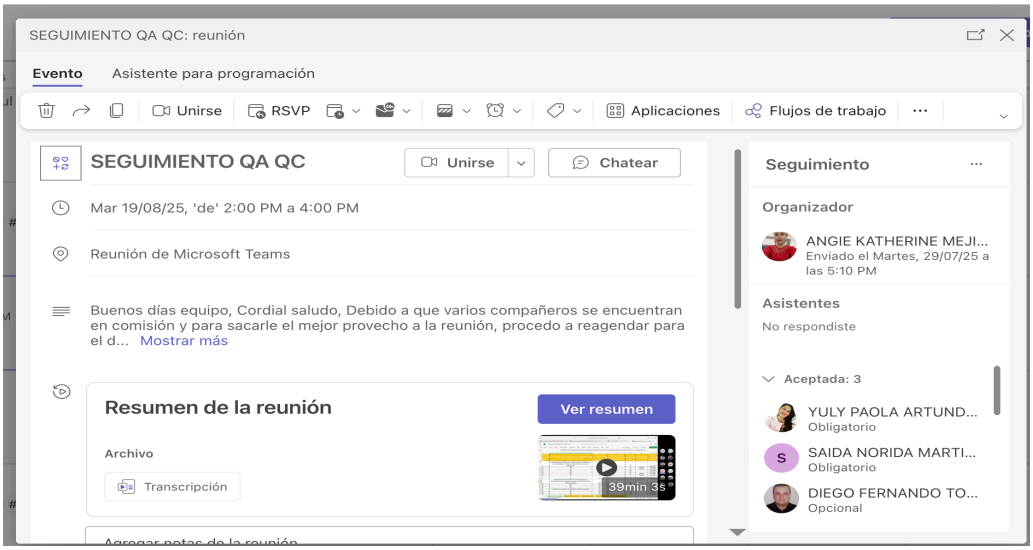
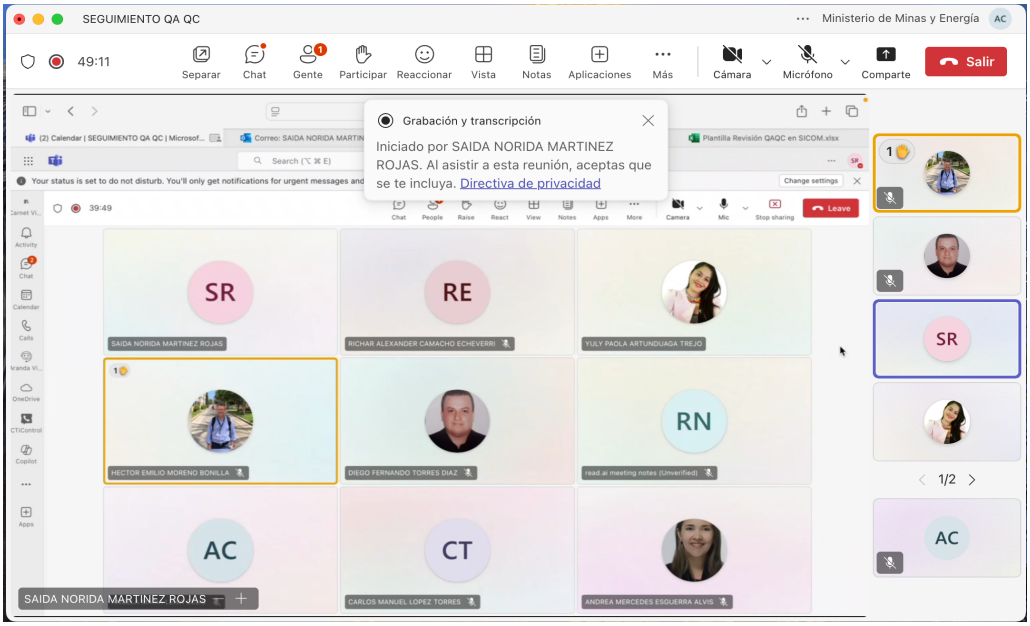
Balance Volumétrico - Plantilla - Attendance report 8-12-25

1. Summary										
Meeting title	"Balance Volumétrico - Plantilla "									
Attended participants	10									
Start time	8/12/25	6:58:48 AM								
End time	8/12/25	7:59:41 AM								
Meeting duration	1h 53s									
Average attendance time	52m 42s									
2. Participants										
Name	First Join	Last Leave	In-Meeting Duration	Email	Participant ID (UPN)	Role				
SAIDA NORIDA MARTINEZ ROJAS	8/12/25	7:00:07 AM	8/12/25	7:59:11 AM	59m 3s	snmartinez@minenergia.gov.co	snmartinez@minenergia.gov.co	Organizer		
DIEGO FERNANDO TORRES DIAZ	8/12/25	6:59:23 AM	8/12/25	7:59:11 AM	59m 48s	dftorres@minenergia.gov.co	dftorres@minenergia.gov.co	Presenter		
ANDREA MERCEDES ESGUERRA ALVIS	8/12/25	6:59:27 AM	8/12/25	7:59:09 AM	57m 1s	amesguerra@minenergia.gov.co	amesguerra@minenergia.gov.co	Presenter		
read.ai meeting notes (Unverified)	8/12/25	6:59:32 AM	8/12/25	7:59:41 AM	1h 9s	Presenter				
CARLOS's Notetaker (Otter.ai) (Unverified)	8/12/25	7:00:28 AM	8/12/25	7:31:12 AM	30m 44s	Presenter				
YULY's Notetaker (Otter.ai) (Unverified)	8/12/25	7:00:30 AM	8/12/25	7:31:20 AM	30m 49s	Presenter				
YULY PAOLA ARTUNDUAGA TREJO	8/12/25	7:00:37 AM	8/12/25	7:59:06 AM	58m 29s	ypartunduaga@minenergia.gov.co	ypartunduaga@minenergia.gov.co	Presenter		
ANGELA MARIA LEIVA CELIS	8/12/25	7:00:56 AM	8/12/25	7:59:09 AM	58m 12s	amleiva@minenergia.gov.co	amleiva@minenergia.gov.co	Presenter		
CARLOS MANUEL LOPEZ TORRES	8/12/25	7:01:25 AM	8/12/25	7:59:11 AM	57m 45s	cmlopez@minenergia.gov.co	cmlopez@minenergia.gov.co	Presenter		
Richar Camacho	8/12/25	7:04:12 AM	8/12/25	7:59:08 AM	54m 55s	Presenter				
3. In-Meeting Activities										
Name	Join Time	Leave Time	Duration	Email	Role					
SAIDA NORIDA MARTINEZ ROJAS	8/12/25	7:00:07 AM	8/12/25	7:59:11 AM	59m 3s	snmartinez@minenergia.gov.co	Organizer			
DIEGO FERNANDO TORRES DIAZ	8/12/25	6:59:23 AM	8/12/25	7:59:11 AM	59m 48s	dftorres@minenergia.gov.co	Presenter			
ANDREA MERCEDES ESGUERRA ALVIS	8/12/25	6:59:27 AM	8/12/25	7:00:28 AM	1m	amesguerra@minenergia.gov.co	Presenter			
ANDREA MERCEDES ESGUERRA ALVIS	8/12/25	7:03:08 AM	8/12/25	7:59:09 AM	56m 1s	amesguerra@minenergia.gov.co	Presenter			
read.ai meeting notes (Unverified)	8/12/25	6:59:32 AM	8/12/25	7:59:41 AM	1h 9s	Presenter				
CARLOS's Notetaker (Otter.ai) (Unverified)	8/12/25	7:00:28 AM	8/12/25	7:31:12 AM	30m 44s	Presenter				
YULY's Notetaker (Otter.ai) (Unverified)	8/12/25	7:00:30 AM	8/12/25	7:31:20 AM	30m 49s	Presenter				
YULY PAOLA ARTUNDUAGA TREJO	8/12/25	7:00:37 AM	8/12/25	7:59:06 AM	58m 29s	ypartunduaga@minenergia.gov.co	Presenter			
ANGELA MARIA LEIVA CELIS	8/12/25	7:00:56 AM	8/12/25	7:59:09 AM	58m 12s	amleiva@minenergia.gov.co	Presenter			
CARLOS MANUEL LOPEZ TORRES	8/12/25	7:01:25 AM	8/12/25	7:59:11 AM	57m 45s	cmlopez@minenergia.gov.co	Presenter			
Richar Camacho	8/12/25	7:04:12 AM	8/12/25	7:59:08 AM	54m 55s	Presenter				

3.2 seguimiento a QA/QC Fecha:19 Agosto 2025.





Plan de trabajo QA_QC - Attendance report 8-20-25

1. Summary								
Meeting title	**Plan de trabajo QA/QC**							
Attended participants	**7**							
Start time	**8/20/25**	7:58:51 AM						
End time	**8/20/25**	9:20:35 AM						
Meeting duration	**1h 21m 43s**							
Average attendance time	**1h 9m 59s**							
2. Participants								
Name	**First Join**	**Last Leave**	**In-Meeting Duration**	**Email**	**Participant ID (UPN)**	**Role**		
SAIDA NORIDA MARTINEZ ROJAS	**8/20/25**	8:15:02 AM	8/20/25	9:20:33 AM	1h 5m 31s	snmartinez@minenergia.gov.co	snmartinez@minenergia.gov.co	Organizer
DIEGO FERNANDO TORRES DIAZ	**8/20/25**	7:59:39 AM	8/20/25	9:20:34 AM	1h 20m 55s	dftorres@minenergia.gov.co	dftorres@minenergia.gov.co	Presenter
ANGELA MARIA LEIVA CELIS	**8/20/25**	7:59:58 AM	8/20/25	9:20:35 AM	1h 20m 36s	amleiva@minenergia.gov.co	amleiva@minenergia.gov.co	Presenter
ANDREA MERCEDES ESGUERRA ALVIS	**8/20/25**	8:03:33 AM	8/20/25	9:20:04 AM	1h 16m 30s	amesguerra@minenergia.gov.co	amesguerra@minenergia.gov.co	Presenter
CARLOS MANUEL LOPEZ TORRES	**8/20/25**	8:12:30 AM	8/20/25	9:19:43 AM	1h 7m 13s	cmlopez@minenergia.gov.co	cmlopez@minenergia.gov.co	Presenter
Richar Camacho	**8/20/25**	8:14:49 AM	8/20/25	9:20:30 AM	59m 8s	Presenter		
YULY PAOLA ARTUNDUAGA TREJO	**8/20/25**	8:19:38 AM	8/20/25	9:19:37 AM	59m 58s	ypartunduaga@minenergia.gov.co	ypartunduaga@minenergia.gov.co	Presenter
3. In-Meeting Activities								
Name	**Join Time**	**Leave Time**	**Duration**	**Email**	**Role**			
SAIDA NORIDA MARTINEZ ROJAS	**8/20/25**	8:15:02 AM	8/20/25	9:20:33 AM	1h 5m 31s	snmartinez@minenergia.gov.co	Organizer	
DIEGO FERNANDO TORRES DIAZ	**8/20/25**	7:59:39 AM	8/20/25	9:20:34 AM	1h 20m 55s	dftorres@minenergia.gov.co	Presenter	
ANGELA MARIA LEIVA CELIS	**8/20/25**	7:59:58 AM	8/20/25	9:20:35 AM	1h 20m 36s	amleiva@minenergia.gov.co	Presenter	
ANDREA MERCEDES ESGUERRA ALVIS	**8/20/25**	8:03:33 AM	8/20/25	9:20:04 AM	1h 16m 30s	amesguerra@minenergia.gov.co	Presenter	
CARLOS MANUEL LOPEZ TORRES	**8/20/25**	8:12:30 AM	8/20/25	9:19:43 AM	1h 7m 13s	cmlopez@minenergia.gov.co	Presenter	
Richar Camacho	**8/20/25**	8:14:49 AM	8/20/25	8:32:15 AM	17m 26s	Presenter		
Richar Camacho	**8/20/25**	8:38:47 AM	8/20/25	9:20:30 AM	41m 42s	Presenter		
YULY PAOLA ARTUNDUAGA TREJO	**8/20/25**	8:19:38 AM	8/20/25	9:19:37 AM	59m 58s	ypartunduaga@minenergia.gov.co	Presenter	

Mesa Técnica programa QA_QC - Attendance report 8-21-25

1. Summary								
Meeting title	Mesa Técnica programa QA/QC							
Attended participants	13							
Start time	8/21/25	7:58:40 AM						
End time	8/21/25	12:57:41 PM						
Meeting duration	4h 59m 1s							
Average attendance time	1h 40m 38s							
2. Participants								
Name	First Join	Last Leave	In-Meeting Duration	Email	Participant ID (UPN)	Role		
SAIDA NORIDA MARTINEZ ROJAS	8/21/25	8:02:58 AM	8/21/25	9:36:53 AM	1h 33m 55s	snmartinez@minenergia.gov.co	snmartinez@minenergia.gov.co	Organizer
DIEGO FERNANDO TORRES DIAZ	8/21/25	8:00:50 AM	8/21/25	9:36:50 AM	1h 36m	dftorres@minenergia.gov.co	dftorres@minenergia.gov.co	Presenter
ANGELA MARIA LEIVA CELIS	8/21/25	8:02:42 AM	8/21/25	9:36:50 AM	1h 34m 8s	amleiva@minenergia.gov.co	amleiva@minenergia.gov.co	Presenter
CARLOS MANUEL LOPEZ TORRES	8/21/25	8:02:48 AM	8/21/25	9:00:45 AM	42m 19s	cmlopez@minenergia.gov.co	cmlopez@minenergia.gov.co	Presenter
ANGIE KATHERINE MEJIA GONZALEZ	8/21/25	8:03:33 AM	8/21/25	9:36:47 AM	1h 33m 14s	akmejia@minenergia.gov.co	akmejia@minenergia.gov.co	Presenter
RICHAR ALEXANDER CAMACHO ECHEVERRI	8/21/25	8:03:54 AM	8/21/25	9:36:50 AM	1h 32m 55s	racamacho@minenergia.gov.co	racamacho@minenergia.gov.co	Presenter
DIEGO's Notetaker (Otter.ai) (Unverified)	8/21/25	8:04:22 AM	8/21/25	8:35:04 AM	30m 42s		Presenter	
YULY PAOLA ARTUNDUAGA TREJO	8/21/25	8:05:26 AM	8/21/25	12:57:41 PM	4h 52m 15s	ypartunduaga@minenergia.gov.co	ypartunduaga@minenergia.gov.co	Presenter
ANDREA MERCEDES ESGUERRA ALVIS	8/21/25	8:06:42 AM	8/21/25	9:36:50 AM	1h 30m 8s	amesguerra@minenergia.gov.co	amesguerra@minenergia.gov.co	Presenter
HECTOR's Notetaker (Otter.ai) (Unverified)	8/21/25	8:06:48 AM	8/21/25	8:38:19 AM	31m 31s		Presenter	
YULY's Notetaker (Otter.ai) (Unverified)	8/21/25	8:06:50 AM	8/21/25	8:38:49 AM	31m 58s		Presenter	
read.ai meeting notes (Unverified)	8/21/25	8:06:56 AM	8/21/25	12:01:00 PM	3h 54m 4s		Presenter	
HECTOR EMILIO MORENO BONILLA	8/21/25	8:11:38 AM	8/21/25	9:36:44 AM	1h 25m 5s	hemoreno@minenergia.gov.co	hemoreno@minenergia.gov.co	Presenter
3. In-Meeting Activities								
Name	Join Time	Leave Time	Duration	Email	Role			
SAIDA NORIDA MARTINEZ ROJAS	8/21/25	8:02:58 AM	8/21/25	9:36:53 AM	1h 33m 55s	snmartinez@minenergia.gov.co	Organizer	
DIEGO FERNANDO TORRES DIAZ	8/21/25	8:00:50 AM	8/21/25	9:36:50 AM	1h 36m	dftorres@minenergia.gov.co	Presenter	
ANGELA MARIA LEIVA CELIS	8/21/25	8:02:42 AM	8/21/25	9:36:50 AM	1h 34m 8s	amleiva@minenergia.gov.co	Presenter	
CARLOS MANUEL LOPEZ TORRES	8/21/25	8:02:48 AM	8/21/25	8:39:45 AM	36m 56s	cmlopez@minenergia.gov.co	Presenter	
CARLOS MANUEL LOPEZ TORRES	8/21/25	8:55:22 AM	8/21/25	9:00:45 AM	5m 23s	cmlopez@minenergia.gov.co	Presenter	
ANGIE KATHERINE MEJIA GONZALEZ	8/21/25	8:03:33 AM	8/21/25	9:36:47 AM	1h 33m 14s	akmejia@minenergia.gov.co	Presenter	
RICHAR ALEXANDER CAMACHO ECHEVERRI	8/21/25	8:03:54 AM	8/21/25	9:36:50 AM	1h 32m 55s	racamacho@minenergia.gov.co	Presenter	
DIEGO's Notetaker (Otter.ai) (Unverified)	8/21/25	8:04:22 AM	8/21/25	8:35:04 AM	30m 42s		Presenter	
YULY PAOLA ARTUNDUAGA TREJO	8/21/25	8:05:26 AM	8/21/25	12:57:41 PM	4h 52m 15s	ypartunduaga@minenergia.gov.co	Presenter	
ANDREA MERCEDES ESGUERRA ALVIS	8/21/25	8:06:42 AM	8/21/25	9:36:50 AM	1h 30m 8s	amesguerra@minenergia.gov.co	Presenter	
HECTOR's Notetaker (Otter.ai) (Unverified)	8/21/25	8:06:48 AM	8/21/25	8:38:19 AM	31m 31s		Presenter	
YULY's Notetaker (Otter.ai) (Unverified)	8/21/25	8:06:50 AM	8/21/25	8:38:49 AM	31m 58s		Presenter	
read.ai meeting notes (Unverified)	8/21/25	8:06:56 AM	8/21/25	12:01:00 PM	3h 54m 4s		Presenter	
HECTOR EMILIO MORENO BONILLA	8/21/25	8:11:38 AM	8/21/25	9:36:44 AM	1h 25m 5s	hemoreno@minenergia.gov.co	Presenter	