Kickoff Meeting Agenda

Project Name : **Intelligent Customer Help Desk With Smart Document Understanding**

Kickoff Date : 08/05/2020

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| **Topic** | Leader |
| **Team member name : Pooja (individual work)** | Pooja Mishra |
| first understand what a project is and, just as importantly, what it is not.  Project life cycle | ProjectSponsor : SmartBridge |
| The key **stakeholders** in the **system and acquisition process** include the top management, the clinicians, the employees, the billing department, and the implementation managers among others |  |
| **Deliverables** describe what measurable and auditable result (a product or service) the **project** will deliver. ... **Project requirements** are necessary characteristics of the **project** scope. They specify the **objectives** allowing planning the **project** accurately |  |
| trust, conflict management, commitment, accountability and focusing on results. To have a functioning **team**, one thing is a must and that is Trust. Trust is the foundation of a good **team** |  |
| 1. Create a risk register. Create a risk register for your project in a spreadsheet. ... 2. Identify risks. ... 3. Identify opportunities. ... 4. Determine likelihood and impact. ... 5. Determine the response. ... 6. Estimation. ... |  |
| 1. Get input from your team. A team meeting is just that — a meeting with and for the team. ... 2. Talk about topics that impact the entire team. ... 3. Manage the types of agenda topics. ... |  |