

# **Just-In-Time Training Project Kick-off Meeting**

Project:

A platform of errand delivery Service in the same city based on crowdsourcing model

# **Just-In-Time Training Project**

## **Kick-off Meeting**

**Date: 12.3.2018**

**Meeting Objective:** Get the project off to a great start by introducing key stakeholders, reviewing project goals, and discussing future plans

### **Agenda:**

- Introductions of attendees
- Background of project
- Review of project-related documents (i.e. business case, project charter)
- Discussion of project organizational structure
- Discussion of project scope, time, and cost goals
- Discussion of other important topics
- List of action items from meeting

| Action Item                     | Assigned To  | Due Date   |
|---------------------------------|--------------|------------|
| Business case                   | Bin Ren      | 12.10.2018 |
| Charter                         | Bin Ren      | 12.10.2018 |
| Team contract                   | Congyu Cai   | 12.10.2018 |
| Scope statement                 | Congyu Cai   | 12.10.2018 |
| WBS                             | Congyu Cai   | 12.5.2018  |
| Gantt                           | Ying He      | 12.7.2018  |
| Client acceptance               | Zhangyi Shen | 12.10.2018 |
| Cost estimate                   | Bin Ren      | 12.10.2018 |
| Expectation                     | Zhangyi Shen | 12.10.2018 |
| Milestone report                | Ying He      | 12.10.2018 |
| Profit Analysis                 | Bin Ren      | 12.10.2018 |
| Financial Analysis              | Bin Ren      | 12.10.2018 |
| Quality Assurance Plan          | Congyu Cai   | 12.10.2018 |
| Stakeholder Management Strategy | Congyu Cai   | 12.10.2018 |
| Project Description             | Congyu Cai   | 12.10.2018 |
| Requirements Matrix             | Congyu Cai   | 12.10.2018 |

**Date and time of next meeting: 12.11.2018**