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| Project name:  brillianCRM | Work package title:  2.1.1 Kick-Off Meeting |
| Work package description:  The Kick-Off meeting serves as a first common meeting to officially start off the project. All project members are usually present at a Kick-off meeting. The project manager informs the members about the aim and expectations of the project and already allocates work packages to each member. The Kick-off meeting also serves to motivate all project members. | |
| Aim of work package:   * Official project start * Information meeting for the project team * Work package allocation * Motivation | |
| Predecessor:  Project charter and staffing | Successor:  Processing of work packages  Detailed scheduling |
| Duration:  2 days | Effort in man days (MD):  40 MD |
| Responsible person(s):  Project Manager, Assistant, 6 Consultants, 5 IT Specialists | |
| Additional information:  Kick-Off meeting will take place in the United States of America | |