

Kick off Meeting Agenda

Project Name: *Smart Agriculture system based on IoT*

Kick off Date :08-07-2020

TOPIC	LEADER
Introduce and welcome team members	Project Manager
Discuss project background 1. What we have today 2. Why we need to change 3. What are the key measures of success?	Project Manager
Identify stakeholders 1. Who is impacted? 2. Who are the key stakeholders - Sponsor and/or other decision makers who represent constituencies that will be impacted, and whose support is critical to the success of the project?	Project Manager
Review project objectives 1. Objectives 2. Deliverables 3. Assumption	Project Manager Technical Lead
Review team member roles & responsibilities 1. Project Team- 2. Advisory groups (if needed) 3. Steering committee (if needed)	Project Manager
Review other potential issues, risks, questions and concerns What might get in the way of success? How could we address those concerns?	Project Manager
Identify next steps and timing - Team communications - Frequency of team meetings	Project Manager

My project kickoff checklist

Project Name: Smart Agriculture system based on IoT

Client: Farmer

Project Manager: Mr. Sai Naveen Thota

Date: 08-07-2020

❖ **Contract:**

One month contract to complete the project within given time and resources.

❖ **Client needs + priorities:**

Even if the farmer is not present near his crop he can water his crop by controlling the motors using the mobile application from anywhere.

❖ **Project plan:**

Smart Agriculture System based on IoT can monitor soil moisture and climatic conditions to grow and yield a good crop.

❖ **Team member roles:**

Every team member has to do project independently.

❖ **Scope of work:**

Here we are using the Online IoT simulator for getting the Temperature, Humidity and Soil Moisture values.

❖ **Project schedule:**

Within a month we'll complete full Project Work

❖ **Project budget:**

SMARTINTERNZ funded Project.

❖ **Project Reviews:**

The farmer can also get the realtime weather forecasting data by using external platforms like Open Weather API.

❖ **Project Management Process:**

All the given tasks will be completed within the time.

❖ **Project Manager Expectations:**

To create Mobile app using which he can monitor the temperature, humidity and soil moisture parameters along with weather forecasting details.

