**Kick off Meeting Agenda**

Project Name:***Smart Agriculture system based on IoT***

Kick off Date :08-07-2020

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| **TOPIC** | **LELEADER** |
| 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.*Durga Prasad Bethi*  **Date**:08-07-2020

* **Contract:**

One month contarct 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 independantly.

* **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 budjet:**

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 thew 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.

**Topic Leader**