**Crop Protection Canada Connectivity (CPCC) Project**

**Phase 1 Kick-of Meeting Agenda - Monsanto Offices**

**900 One Research Road - Winnipeg, MB R3T 6E3**

**October 9-11, 2013**

**Wednesday, October 9, 2013:**

**1:00 – 5:00 pm** (please have lunch prior to meeting)

* Welcome & housekeeping **(Sherk)**
* Anti-trust **(Hunter)**
* Introductions – Expectations
* *Team Building exercise(s) throughout the session – when/ where Marilyn deems appropriate*
* Purpose of meeting
* Review agenda for the meeting
* Overview of AgGateway **(Conner)**
* Background/overview of the CPCC Project – **(Byrne)**
* Review of Benefits and Lessons Learned from Other Projects **(Hunter)**
* Review what your company committed to in CPCC
* Review what is a collaborative project and roles
* Discuss the Project Success Criteria
* Review the Business & Technical (B/T) Team Roles & Responsibilities
* Review the role and responsibility of the Project Governing Board
* Scope of CPCC Project
	+ Review scope for Phase 1
	+ What is out of scope
	+ Any concerns about scope
* Communication & Updates
	+ To the project board
	+ To the B/T group
	+ To the PC
* Tools used
	+ Website
	+ Standards
	+ Mapping Tools
	+ Issue Tracker
	+ Dashboard/Progress Tracker
	+ CLICK
	+ XML tools
* Issues Process
	+ Standards Change Process
	+ B/T initiation and problem resolution
	+ AgGateway S&G team participation
* Terminology/Glossary
* Discussion on the high level business processes for the order to invoice process for the Buyers and Sellers
* *Group dinner at 6:00 pm - meet in the lobby of hotel at 5:30 pm*

**Thursday, October 10, 2013:**

**8:30 am – 4:30 pm** (lunch provided)

* Team building exercise(s) throughout the day
* Review prior day’s work if not complete
	+ Complete any outstanding items
* Explanation of Business Use Cases (BUC)
* Review high level BUC from AEC Project – modify for CPCC
* Discussion on fears/concerns/constraints of the CPCC project
* Discussion on accountability
* Review the Business Rules from AEC Project – determine what is appropriate and what is not
* Review project template for Buyer & Seller
* Discussion on pain points of orders
* Discuss data requirements for Orders
* Start on the data mapping for the OrderCreate message
* *Dinner on your own*

**Friday, October 11, 2013:**

**8:30 – noon**

* Team building exercise
* Determine day/time for weekly call to complete Phase 1
* Review prior day’s work
	+ Complete work if not complete
* What would help the project succeed?
* What might get in the way of the project succeeding (risks)?
* Determine next steps and accountability
* Review expectations
* Wrap-up meeting
* Depart by noon – *lunch on your own*