

**Crop Protection Canada Connectivity (CPCC) Project  
Phase 1 Kick-off Meeting Agenda - Monsanto Offices  
900 One Research Road - Winnipeg, MB R3T 6E3  
February 11-13, 2013**

**Tuesday, February 11, 2014:**

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

- Welcome & housekeeping (**Sherk 5 minutes**)
  - Welcome
  - Restrooms
  - Beverages/snack
  - Emergency exits – any other emergency information
  - Anything else appropriate
  - Turn meeting over to Marilyn
- Anti-trust (**Hunter 5 minutes**)
- Introductions – Expectations (1 hour)
- *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*

### Wednesday, February 12, 2014:

#### **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*

### Thursday, February 13, 2014:

#### **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/barriers)?
- Determine next steps and accountability for the actions
- Review expectations
- Wrap-up meeting
- Depart by noon – *lunch on your own*