# ASSESSMENT 1 (20 marks)

# *(500-1000 words)*

# Agile Team Charter

**(4 marks)**

## {{Team 4}}

*A team charter can be prepared for many reasons. One is to document the team’s purpose and clearly define individual roles, responsibilities, and operating rules. Second, it can be used to establish procedures for both the team and agency management on communicating, reporting, and decision-making. It can be a blueprint for business acquisitions and it defines how the team is empowered to work, including assigning responsibility and authority. Last, it facilitates stakeholder buy-in by including key members in the decision-making process and helping to obtain their concurrence.*

## SCRUM TEAM COMPOSITION

|  |  |
| --- | --- |
| **Project Name** | eRestaurant - Le Bistrot d'Andre |
| **Product Owner (Client)** | Gabrielle Anderson |
| **Development Team** | Software Engineering team – Group 4 |
| **Scrum Master (Team Leader)** | Ahmad Yawari |

**The Scrum team definition is available at** https://www.scrumguides.org/scrum-guide.html#team

## BACKGROUND

(Summarize the program or project the team is supporting;

state how the team fits within the agency’s organizational structure;

identify the users/customers of the program/project, including external customers and

stakeholders;

list the estimated cost of the acquisition over the life cycle;

and describe special circumstances surrounding the acquisition.)

The basic project idea is about booking table and ordering dishes online. Specifically, we will develop a smart phone application which supports both Android and IOS system and website application. The functionalities which will be operated include:

* User login/registration: Customers must first register themselves to login into the system; Registration is not required for restaurant staff
* Book an available table for a selected date and time
* Make meal orders based on selection from lunch or dinner menu items; orders may be changed or deleted up to the day prior to the booking
* Maintain rewards and/or discount offers applicable for a specified period of time
* Maintain menu and menu items and their costs by category of items
* Automated calculation and display of invoice for a table with option to print
* Maintain staff members, their roles and personal details
* Online response times of 3 seconds or under
* Availability 24 / 7 except for maintenance times on Sundays between 2:00am and 6:00am

Throughout these functionalities, customer accounts and personal details need to be recorded in database.

Our goal is to build application with clear, beautiful and readable user interface which make customers can enjoy the process of booking and ordering so that they will choose online way more rather than booking through call and ordering in restaurant.

Staff can also do maintenance on the application entering by staff account. Time limited rewards or/and discount can be offered on this app and each reward will be allocated a QR code which need to be showed when customers use reward. Staff can modify menu and menu items and costs, and manager can edit the staff and staff details when staffs retire, or restaurant has new staffs.

Application also supports to calculate cost of table automatically and display invoice with option to print. The response time of app need to be within 3 seconds so that make customers have a good online experience and make works keep going efficiently.

The external stakeholders/users include customers, staffs, manager and owner. The internal stakeholders include the Product owner, Scrum master, Business analysts, Testers and Developer etc.

The estimated cost of acquisition over the life cycle of this project is $138, 500.

With the popularity of takeout delivery service, lots of people choose to order at home rather than dine in restaurants. This project can extend a short-range takeout delivery service to satisfy the customers who require eat at home. What is more, many various customers browse this app to book and order. Therefore, running advertisement is good way to get expense which can be use on maintaining the application.

## TEAM COMPOSITION AND ROLES

* Scrum Master: Ahmad
* Team Charter: Virgil
* Team brief: Chamod
* Trello and GitHub: Andie
* Project Report:
  + .
  + .
  + .
  + .

(Identify roles {main role} and responsibilities for each team member. List member name; organization; contact information, including telephone and email address; and the team role, if already designated. Also, identify the specific functional level of expertise associated with each member.)

## PROJECT PLANNING (operations and schedule)

(Describe team operational plans, including, activities as the team’s decision-making processes.

Describe the actions made for project member(s) who may pull out or not follow the schedule of your project plans, e.g., plans to establish ground or operating rules, relationships with teams, logistical support, etc.

Please list milestones and scope of each sprint during your software development)

Team activities and decisions making are all through meeting which will be held on both inside and outside of the studio environment. Inside meeting will take place before or after the Tuesday studio. Quickly report progress of project such as problem and confusion during the process. Outside meeting will clarify the requirements and specific problem and issues.

To ensure to satisfy the requirements, we will contact stakeholders when find confused requirements. The works on the project will be always surround the stakeholder's requirement. We will also increase the communication with stakeholders and discuss how the project will be going so that emphasize with them.

If a team member pulls out during the process, we will have a meeting to discuss the allocation of his/her works and adjust project plan to keep project going. If new person joins during the process, we will allocate him/her to proper group following the existing member and understand the project requirements.

In sprint 1, we will start on the major functionalities and finish them in a basic level. In sprint 2, almost functionalities need to be completed and find out and fix up all breakdown bugs. In sprint 3, we will complete required functionalities and fix up all existing bugs.

## FUNCTIONAL TESTING

Please describe and list the functional testing items and mention when they are satisfied.

## CADENCE/TIMING

|  |  |
| --- | --- |
| **Daily SCRUM Stand Up Time** | (13:00pm Daily) |
| **Release time** |  |
| **Sprint time** | * Once Every Weekly (Explain it) * Twice Weekly (Explain it) |

## TOOLS

|  |  |
| --- | --- |
| **Team Collaboration** | * Trello * ☐ Google Drive * ☐ Github * ☐ Microsoft Teams * ☐ Messenger |
| **Code repository name/location?** | *https://github.com/AndLin-hub/SES1Agroup4* |
| **Documentation Location** | * Google Drive * Github * Microsoft Teams |
| **Testing Tools** | *Manual testing or using automated testing tools* |

# User Story Map

*Describe here each user story according to the requirements defined with the customer/product owner and user story map (e.g., a screenshot from Trello)*

As the owner, I would like the system to able to be flexible so that when I expand each restaurant has their own financial reporting.

As an authorized committee member, I want to be able to receive email notifications at least 5 minutes after an application has been submitted so that I can take immediate action.

As the owner, would like customers to have the ability to book available tables online, view menu items and select dishes to make online lunch or dinner orders before coming to the restaurant so that the process of booking seat can be simplified.

As the owner, I would like the app to offer loyalty rewards or discounts to encourage more clientele.