# CS 250 Agile Team Charter Template

To complete this template, replace the bracketed text with the relevant information.

## SNHU Travel

| Item | Response |
| --- | --- |
| **Business Case/Vision**  (value to attain) | To design an updated vacation booking system to expand SNHU Travel presence. |
| **Mission Statement**  (result to accomplish) | Create a niche vacation booking system to offer trendy, niche vacation packages. |
| **Project Team**  (team members and roles) | Product Owner: Christy  Scrum Master: Ron  Tester: Brian  Developer: Nicky |
| **Success Criteria** | Start date: 7/10/2023  Expected completion date: 8/14/2023  Final deliverable: Working site for SNHU Travel customers to book trendy, niche vacation packages.  Key project objectives:   * Deliver working site within 5 week deadline. * Deliver within clients set budget. * Customer satisfaction with a larger audience within the United States. |
| **Key Project Risks** | * Meeting short deadline. * Scope creep. * Errors that delay tight deadline. * Client requirements change mid project. |
| **Rules of Behavior**  (values and principles) | * Commitment and focus: Committing ourselves to the final product within set deadline by staying focused on the project at hand and not allowing for distraction. * Openness: Be open with fellow teammates and discuss ideas and concerns without hidden agendas. * Respect: Respect rights and beliefs of others. Listen to other teammates ideas. Conduct ourselves in a professional manner. * Courage: Courage to face setbacks head on without assigning blame. The final product is team effort, so everyone gets credit. |
| **Communication Guidelines**  (scrum events and rules) | * Daily scrum meeting at 8:00am. * Meet in person when possible. * Notify team if meeting is added, changed, or canceled. * Team members to be on time for each meeting. * Task board to be updated prior to start of meeting. |

1. **What are the key questions that can be used to frame a Daily Scrum meeting? How do they help the team achieve their goals?**
   1. What did I do yesterday to help meet the sprint goal?
   2. What will I do today to help meet the sprint goal?
   3. What impedes us from meeting the Sprint Goal?

These questions help keep the sprint moving forward. When reflecting on what you did yesterday, you are confirming the steps you completed so they can be marked off as completed. When you state what you will do today, it will reaffirm what you are working on so others on the team know that it will be taken care of. When stating what impedes us from meeting the sprint goal, we are bringing up issues or potential issues that are slowing down progress so they can be dealt with to ensure the sprint can be completed on time.

1. **How does the Scrum Master help facilitate the Daily Scrum throughout the video? Consider both the Scrum Master’s own updates and times when she responded to team members.**
   1. The Scrum Master provided updates on the sprint, kept the team on task and noted items that were brought up but does not need to be discussed in the scrum meeting, her own progress updates, and asking questions.
2. **What things did the Scrum Master do effectively? How could she improve?**
   1. The Scrum Master effectively keeps the team on task, but there was one point where the team was discussing the need for the project manager’s need to be at the meeting. It went on a little longer then it should have, but then the scrum master did note the teams issue and stated that it will be discussed during a side bar, this allowed the team to get back on task.