

CS 250 Agile Team Charter Template

SNHU Travel Booking and Management System

| Item | Response |
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| Business Case/Vision (value to attain) | The SNHU Travel project aims to develop an intuitive and efficient travel booking and management system for students and faculty. The system will streamline trip planning, expense tracking, and itinerary management, ensuring a seamless experience for users. |
| Mission Statement (result to accomplish) | Our mission is to deliver a robust, user-friendly, and scalable travel booking system that enhances accessibility, reduces booking complexities, and ensures cost-effective travel planning for the SNHU community. |
| Project Team (team members and roles) | Team of Developers (full stack, back-end developer, front-end developer) Team of Tester (can be manual or automation tester) Project manager |
| Success Criteria | Start date: 03/18/2025 Expected completion date: 05/16/2025 Final deliverable: A fully functional SNHU Travel booking system with mobile and web access. Key project objectives: <ul style="list-style-type: none"> • Enable seamless trip booking and itinerary management. • Provide an intuitive interface for easy navigation. • Ensure high security for payment processing. • Optimize system performance for fast response times. |
| Key Project Risks | <ul style="list-style-type: none"> • Scope creep due to evolving user requirements. • Integration challenges with third-party APIs. • Potential security vulnerabilities in payment processing. • Development delays due to technical complexities. |
| Rules of Behavior (values and principles) | <ul style="list-style-type: none"> • Foster open and respectful communication within the team. • Prioritize collaboration and adaptability in problem-solving. • Maintain transparency in project progress and roadblocks. • Uphold accountability for individual and team responsibilities. |

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| Communication Guidelines (scrum events and rules) | <ul style="list-style-type: none">• Daily Stand-ups (Daily Scrum): 15-minute updates on progress, blockers, and upcoming tasks.• Sprint Planning: Bi-weekly meetings to define and prioritize tasks.• Sprint Reviews: Demonstration of completed features and stakeholder feedback.• Sprint Retrospectives: Reflection on team performance and areas for improvement.• Slack/Email for Asynchronous Communication: Quick updates and discussions.• JIRA/Trello for Task Management: Tracking progress and backlog items. |
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