# CS 250 Agile Team Charter Template

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

## SNHU Travel *Trendy*

| Item | Response |
| --- | --- |
| **Business Case/Vision**  (value to attain) | Keep SNHU Travel as one of the top travel agencies in New Hampshire by providing great deals for the places where their customers want to travel. |
| **Mission Statement**  (result to accomplish) | Expand SNHU Travel’s presence by creating a niche vacation booking system. |
| **Project Team**  (team members and roles) | |  |  |  |  | | --- | --- | --- | --- | | **Name** | **Role** | **Phone** | **Email** | | Christy Smith | Product Owner | (483)384-3846 | [christysmith@teksolutions.com](mailto:christysmith@teksolutions.com) | | Ron Brown | Scrum Master | (389)284-3927 | [ronbrown@teksolutions.com](mailto:ronbrown@teksolutions.com) | | Malcom Jones | Developer | (948)293-4895 | [malcomjones@teksolutions.com](mailto:malcomjones@teksolutions.com) | | Cara Williams | Tester | (798)498-4879 | [carawilliams@teksolutions.com](mailto:carawilliams@teksolutions.com) | |
| **Success Criteria** | Start date: 9/12/2021  Expected completion date: 10-18-2021  Final deliverable: [Insert deliverable.]  Key project objectives: [Insert objectives.] |
| **Key Project Risks** | * Not completing the project within the specified time. * Not enough budget to build the project properly. * Project not accomplishing the mission. |
| **Rules of Behavior**  (values and principles) | * This team values productivity over hierarchy! * We are continually open to feedback and incorporating improvements! * The team will exercise transparency in all its activities. All relevant information will be shared with other members of the team. * It is the responsibility of all team members to work collectively to achieve the project objectives. |
| **Communication Guidelines**  (scrum events and rules) | * Scrum planning and backlog refinement will commence week 1. * Daily scrum will be scheduled every day at 9:30am(Est). *See below for daily scrum practices.* * Sprint Review will occur after every sprint. * Retrospective will be scheduled on week 5. * The product owner will determine the project activity and project team members will strive to follow the guidance that they provide. |

**Daily Scrum Practices**

**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. Shat will I do today to help meet the Spring Goal?
3. What impedes us from meeting the Sprint Goal?

These questions keep the focus on meeting the sprint goal and address anything that would help or deter achieving that goal.

**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.**

She outlines the key questions and then answers the questions herself to keep herself accountable and show the team how it should be done. She then has every team member do the same interjecting only when a question is not being addressed.

**What things did the Scrum Master do effectively? How could she improve?**

She does a good job of keeping the meeting on track. Specifically, she addresses what should and should not be addressed in the scrum meeting and makes a sidebar list to address those issues afterwards. They also appear to be tossing a ball around to identify who has the floor. This sort of relaxed approach allows everyone and opportunity to contribute without having to talk over one another.