# CS-250

# Travis Hutchinson

Sept 12, 2024

# CS 250 Agile Team Charter Template

## SNHU Travel Booking Website

| Item | Response |
| --- | --- |
| **Business Case/Vision**  (value to attain) | Develop a way to expand the SNHU Travel customer base by getting into trendy, niche vacation packages. |
| **Mission Statement**  (result to accomplish) | Work as a team to deliver a functional vacation-booking website to niche and trendy locations for our client in less than five weeks. |
| **Project Team**  (team members and roles) | Product Owner – Jason T.  Scrum Master – Travis H.  Programmers – Glenn C. / Harper K.  Testers – Scott S. / John C. |
| **Success Criteria** | Start date: Sept. 16, 2024  Expected completion date: Oct. 21, 2024 (5 weeks)  Final deliverable: Working Travel Site  Key project objectives: Expand SNHU Travel customer base with trendy travel packages |
| **Key Project Risks** | Bad initial design/Performance risk  Lack of clarity/communication  Scope creep  Delays/Schedule risk |
| **Rules of Behavior**  (values and principles) | 1. All team members will treat each other with respect. 2. Constructive feedback is a valuable part of our success; so we will not take offense, and all team members will ensure all feedback is provided in a constructive manner. 3. Open communication among the team is always welcomed and valued. 4. We will recognize and celebrate all individual and team accomplishments. 5. All personal cell phones will be turned off prior to beginning any of our meetings or discussions. 6. We will accept responsibility and be accountable for our actions. 7. We will be considerate of whoever is speaking and avoid sidebars or speaking over one another. 8. We will work collaboratively when possible and use a consensus approach when making team decisions. |
| **Communication Guidelines**  (scrum events and rules) | 1. We will hold regular daily meetings in the team room at 9:15am each workday. 2. We will make every effort to attend all scheduled meetings in person. (Exceptions being scheduled and/or sick leave) 3. We will update our tasks on the kanban board each workday morning before 915am. 4. Meeting minutes will be sent out within 24 hours of each meeting. 5. If a meeting must be cancelled or additional meetings are required, the Product Owner will send out notifications as early as possible. 6. All team members are expected to be on time for all meetings. |