# CS 250 Agile Team Charter

## SNHU Travel Booking System

| Item | Response |
| --- | --- |
| **Business Case/Vision**  (value to attain) | Develop a way to expand the SNHU Travel customer base to a much larger audience within the United states. |
| **Mission Statement**  (result to accomplish) | Create a vacation booking system that offers trendy, niche vacation packages. |
| **Project Team**  (team members and roles) | Christy - **Product Owner**  Amanda - **Client** (President of SNHU Travel)  Ron - **Scrum Master**  Brian - **Tester**  Nicole - **Developer** |
| **Success Criteria** | Start date: ASAP  Expected completion date: Within 5 weeks  Final deliverable: After 5 weeks  Key project objectives: To provide a functioning vacation booking system that offers trendy, niche packages.  Finish within 5 weeks so that it is ready for when the public starts to think about travel for the year. |
| **Key Project Risks** | Inability to complete the project before the due date.  Packages offered are too niche and do not attract customers. |
| **Rules of Behavior**  (values and principles) | Remain respectful of peers at all times.  Welcome new ideas and provide respectful constructive criticism.  Take accountability for all of your actions.  Communicate frequently with other team members.  No use of smartphones/watches during team meetings.  Decisions will be made by a group consensus. |
| **Communication Guidelines**  (scrum events and rules) | Daily meetings will be held Monday-Friday at 10am.  All team members are expected to attend meetings.  All team members are expected to be on time to meetings.  Each meeting will have a scribe and this responsibility will be rotated.  Kanban board should be updated each day before meeting.  Updates on meeting cancellations/additions will be sent out by the Product Owner. |

**Daily Scrum Reflection**

1. There were three questions shown in the video that can be used to frame a Daily Scrum meeting. These questions were: What did I do yesterday to help meet the Sprint Goal? What will I do today to help meet the Sprint Goal? and, What impedes us from meeting the Sprint Goal? The first question helps the team to achieve their goals by letting them know where they are in terms of development and giving them a starting point for the day. The second question helps the team meet its goals because it provides each team member with a clear cut set of tasks that they need to complete on each given day. The final question helps the team meet its goals by allowing them to prepare for possible roadblocks and come up with contingency plans for development.
2. One way that the Scrum Master helps facilitate the Daily Scrum meeting is by kick starting conversation by answering the three questions for herself. By answering the first question, she gives important updates on the development of the product. Another way that she helps facilitate the Daily Scrum meeting is by keeping track of sidebar conversations so that they can be revisited by the interested parties after the meeting is over. She also keeps the meeting moving according to schedule and ensures that all talking points are addressed.
3. One thing that the Scrum Master did effectively was explain the ground rules and procedures of the Daily Scrum meeting. Another thing that she did well was thoroughly answering the three questions for herself at the beginning of the meeting. One thing that the Scrum Master could have done better would be to better handle Eddie being frequently late. While she may not be at fault since someone else spoke up which shows a healthy team environment, someone else did have to volunteer to mediate the problem as a sidebar when this could be a task that makes more sense to fall to the Scrum Master.