# CS 250 Agile Team Charter Template

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

## SNHU Travel Charter

| Item | Response |
| --- | --- |
| **Business Case/Vision**  (value to attain) | This SNHU Travel project attempts to create a Mobile Application help a student access SNHU`s Travel services and packages |
| **Mission Statement**  (result to accomplish) | Deliver a user-friendly interface that users can access on their phones. Allow them to access SNHU`s services and allow them to be notified about any due dates that need to be addressed. |
| **Project Team**  (team members and roles) | Evan: Product Owner  Tevin: Scrum Master  Devin: UI Developer  Kevin: Android Developer  Jevin: IOS Developer  Christina: Back-end Developer |
| **Success Criteria** | Start date: 1/06/15  Expected completion date: 02/06/15  Final deliverable: A basic application that is cross-platform.It allows students to access their SNHU Travel Services.  Key project objectives:  1: Develop the UI  2: interface the application with SNHU services  3: Update the travel services department  4: develop the app |
| **Key Project Risks** | Too much work is needed to be done for this project  The SNHU Travel department has too many services  The UI is not intuitive enough  The people who need to know about this app wont know about this app. |
| **Rules of Behavior**  (values and principles) | Respect, honesty, and openness will be the guiding principles for  the team. All members will work collaboratively and be accountable  for their actions. Conflicts will be addressed constructively, and  decisions will be made based on consensus. Communication  Guidelines |
| **Communication Guidelines**  (scrum events and rules) | 1: Daily Scrum meetings will be held at 9:00 am sharp.  2: Sprint reviews and retrospectives will be held at the end of each sprint.  3: The Product Owner will prioritize the product backlog and be  available to answer the team's questions.  4: Team members will communicate project updates and impediments promptly through the appropriate channels. |

What are the key questions that can be used to frame a Daily Scrum meeting? How do they help the team achieve their goals?

The key questions that a team member must address is:

What did you do yesterday

What are you planning to do today

Do you have any impediments?

These questions help the team focus on the necessary work for the day and stay on track

throughout the day. It will also allow the team members to hear about any problems faced during development and try to offer solutions to correct them.

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.

The Scrum master in the meeting helped facilitate it in several ways. She started the meeting on time, reminded the team of the time-box for the meeting, and encouraged all members to participate. She asked questions and provided clarification. She also made sure that the meeting didn't deviate from their sprint goal even taking someone out of the room for a side conversation at one point. Finally, she helped the team identify potential blockers and impediments.

How effective were the actions taken by the Scrum Manager? How could she improve?

The Scrum Master in the video was effective in keeping the team on track and ensuring that the

meeting stayed within the time-box. She also encouraged team members to communicate any

blockers or impediments and facilitated discussions to identify potential solutions. However, the Scrum Master could have improved by details during her turn, this would provide the team with more information about her progress and helped the team identify any potential problems. Additionally, she could have encouraged more discussion, this would help identify potential risks or challenges that may affect the sprint goal.