## SNHU Travel AGILE Team Charter

| Item | Response |
| --- | --- |
| **Business Case/Vision**  (value to attain) | Assist SNHU Travel with expanding their customer base with a niche with new tools for their customers. |
| **Mission Statement**  (result to accomplish) | Create a niche vacation booking system for SNHU Travel to have ready on their site within the next 5 weeks. |
| **Project Team**  (team members and roles) | Product Owner: Christy  Scrum Master: Ron  Developer: Nicole  Tester: Brian  Client: SNHU Travel (Amanda) |
| **Success Criteria** | Start date: 02/27/2023  Expected completion date: 03/27/2023  Final deliverable: 04/03/2022  Key project objectives:  Ensure project designing is completed by 03/06/2023  Have plan-driven and agile approaches established for each relative phase in the design of the vacation package booking system. |
| **Key Project Risks** | Project may face risk of incompletion if deadlines are not met within sufficient timeframes. This could result from miscommunication of expectations with the client, rearing into out-of-scope work, or even failing to switch development models when needed during this process. |
| **Rules of Behavior**  (values and principles) | 1. Only ideas can be criticized, not people. 2. Respect before all when providing feedback. 3. No speaking over teammates when others are sharing thoughts or ideas in a meeting. 4. No cellphone use during meetings unless related to current discussion 5. We will recognize all accomplishments achieved and efforts put forth by all team members. 6. Team building exercises or ice-breakers are always welcome before meetings. 7. Responsibility and accountability should be traits of each team member. |
| **Communication Guidelines**  (scrum events and rules) | 1. Daily stand up meetings will be held to discuss currents sprint and tasks to be performed 2. Weekly meeting will be held to discuss the product backlog and review what needs to be tackled in future sprints 3. Meeting will be held in person or via Webex/zoom 4. Meeting will start at 9:30a 5. If a member can not make it to a meeting try to provide 24 hour notice, to allow for notes to be transferred if needed. |