SCRUM MASTER JOURNAL ENTRY FOR:

# CS 250 AGILE TEAM CHARTER

## SNHU Travel Expansion Project

Company Name: SNHU Travel

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11/3/2023

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**1. How would you plan to execute the various Scrum events, such as the Sprint Planning, Daily Scrums, Backlog Refinement, Sprint Review, and Sprint Retrospective?**

**Sprint Planning:** At start of each sprint – 2 Hour Session

* A Sprint Planning session will be at the start of each sprint. During the 2-hour session, the team will collaborate to outline the upcoming sprints scope, define the sprints goals, and allocate tasks to create an efficient and clear plan of action for the upcoming sprint.

**Daily Stand-Up:** Every day at 9:00 AM – 15 Minutes Session

* Daily Stand-Up’s will take place each morning for 15 minutes. During this session, the team will communicate the progress they have made, and other aspects of the project to synchronize activities and identify possible problems.

**Backlog Refinement:** At mid sprint - 1 Hour Session

* Backlog Refinement Sessions will take place at the midpoint of each sprint. The sessions will be 1-hour comprised of refinements and estimations for the backlog items. This helps ensure clarity and readiness for future sprints.

**Sprint Review:** At end of each sprint – 1 Hour Session

* Spring Review Sessions will be 1-hour long sessions at the end of each sprint. This session will consist of showcasing work done, gathering feedback, refining requirements, and aligning outcomes with the stakeholder’s expectations.

**Sprint Retrospective:** After each sprint review – 1 Hour Session

* The Sprint Retrospective Session is a 1-hour session at the end of every sprint review. This session will consist of reflection on our prior work, dissection of our processes, successes, failures, and set goals and improvements for the next sprint.

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**2. Why do you think these events are so important?**

* These events are fundamental to the Agile process by enabling transparency, inspection, and adaptation. They allow the team to plan effectively, communicate daily, refine their approach, review progress, and adapt their methods for continuous improvement.

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**3. What would you want the team to gain from them?**

* From these events, the team should gain a clear understanding of their goals, improved collaboration, a sense of ownership, a continuous feedback loop for self-improvement, and an opportunity to adjust processes to increase productivity.

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**4. How would you ensure the events achieve those goals?**

**Promote effective communication:**

* This encourages everyone to voice their opinions, ideas, successes, failures, and worries surrounding aspects of the project.

**Time Discipline:**

* Time Discipline will be focused to ensure the team keeps focused and stays productive. This will help make sure the team meets deadlines for the many steps in the project.

**Prepare agendas:**

* This can help ensure that meetings are purpose-driven and desired outcomes are achieved.

**Review action items:**

* Ensuring issues raised during these meetings are addressed before the next one will help dissipate roadblocks.

**Create a culture of continuous improvement:**

* This will help ensure that the team is always looking for ways to work better together.

By focusing on these aspects, the Scrum events will be efficient and effective, providing value to the team and the project.

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