# CS 250 Agile Team Charter Template

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

## SNHU Travel Booking

| Item | Response |
| --- | --- |
| **Business Case/Vision**  (value to attain) | Expand the SNHU Travel customer base by getting into trendy, niche vacation packages. Stay on top with great deals to great places for their clients. |
| **Mission Statement**  (result to accomplish) | To do this they want to create travel site with a booking system that is user friendly, that reflects and supports the content of the travel packages. Doing this will expand the customer base and presence in the US. |
| **Project Team**  (team members and roles) | Amanda – Client  Christy – Product Owner  Ron – Scrum Master  TBD – tester  TBD – Developer |
| **Success Criteria** | Start date: 3/15/2025  Expected completion date: 4/19/2025  Final deliverable: 4/21/2025  Key project objectives:  Have the booking system up and running in 5 weeks. That way it is optimal time for consumers to be planning vacations.  15-20 minute Daily Scrum Meetings  Weekly Scrum Reviews and Backlog Refinement Updates  Bi-Weekly Scrum Events |
| **Key Project Risks** | Lack of Client Input  Time management  Budget overruns  Scope Creeping  Technical Debt |
| **Rules of Behavior**  (values and principles) | All team members will always treat each other with respect  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.  We will work collaboratively when possible and use a consensus approach.  To maintain the highest quality time together, all personal cell phones will be turned off prior to beginning any of our meetings or discussions. Emergency situations excluded. (15 minutes is not a lot of time and we need to make the most of it.) |
| **Communication Guidelines**  (scrum events and rules) | Open communication among the team is always welcomed and valued.  We will make every effort to attend all scheduled meetings in person (exceptions being scheduled and/or sick leave)  Meeting Notes will be given after each meeting through email by the Scrum Master no later than 24 hours after the meeting.  15-20 minute Daily Scrum Meetings  If a meeting must be cancelled or additional meetings are required, the Product Owner will send out notifications as early as possible. |