# CS 250 Agile Team Charter Template

## SNHU Travel Agile Team Charter Brett Nottmeier

| Item | Response |
| --- | --- |
| **Business Case/Vision**  (value to attain) | SNHU travel aims to expand it client base by creating a website and introducing trendy, and niche vacation packages. |
| **Mission Statement**  (result to accomplish) | The mission is to create a vacation booking system website for SNHU travel within 5 weeks before their customers think about taking a vacation. |
| **Project Team**  (team members and roles) | Product Owner: Christy  Scrum Master: Ron  Developer: Nicky  Tester: Brain  Client Amanda, SNHU Travel |
| **Success Criteria** | Start date: January/20/2024  Expected completion date: February/26/2024  Final deliverable: Vacation booking website.  Key project objectives: Achieve SNHU Travel’s goal |
| **Key Project Risks** | The tight deadline of five week poses a significant risk with time delivery with the possibility of the stake holder making significant changes through the five weeks. |
| **Rules of Behavior**  (values and principles) | -Effective communication from all team members  -Collaboration from all team members  -Find ways to minimize cost and time for the project  -Take constructive feedback from stakeholders  -Respect all team members |
| **Communication Guidelines**  (scrum events and rules) | -Attend Daily scrum meetings at the start of day 9 AM EST.  -Meet every two weeks for Sprint planning to discuss next week’s sprint objectives.  -Meet every two weeks for Sprint review to discuss last week’s sprint to discuss any issues.  -Collaboration from all team members on effective backlog refinement and management. |

The key questions that can be used to frame a daily scrum meeting are: what did you accomplish yesterday? What will you work on today? Is there any impediment in your way? These questions help team members remember to focus on collaboration and transparency and try to find solutions to the ongoing problems during the sprint. It also reminds them of their daily tasks and what to focus on for the day. This meeting ensures that everyone is working together to achieve the goals of the biweekly sprint.

The Scrum Master helped facilitate the meetings and acted as a mediator to ensure the scrum meeting went smoothly. She did this by addressing team members' concerns and side-baring topics so that after the meeting, they could focus on the tasks for the day instead of wasting the fifteen minutes they had on topics that didn't relate to the daily sprint. The scrum master effectively kept the meeting going during the fifteen minutes and ensured each of her team members could go through the questions. Acknowledging her team's request to help learn test-driven development is also good, as this will ensure her team members are learning what they need to complete the biweekly sprint efficiently. While the scrum master effectively addresses team concerns and redirects off-topic questions, providing more constructive feedback to each team member would help contribute to the growth and performance of each team member. She could do this by highlighting areas to improve, recognizing achievements, and offering guidance. Overall, I think she did a great job leading the scrum meeting and ensuring all topics were covered in fifteen minutes.