# CS 250 Agile Team Charter Template

## SNHU Travel Project

| Item | Response |
| --- | --- |
| **Business Case/Vision**  (value to attain) | Create a vacation booking packages system for the SNHU application. |
| **Mission Statement**  (result to accomplish) | Must create a vacation packaging system and add different offers to the SNHU application so customers can view real-time. |
| **Project Team**  (team members and roles) | Team of Testers (can be manual or automation testing)  Team of Developers such as: Full stack, back-end and front-ed developers.  Project Manager |
| **Success Criteria** | Start date: September 17th 2025  Expected completion date: October 7th 2025  Final deliverable: October 17th 2025  Key project objectives: Create User graphic interface by March 23rd.  Create databases after 1 week  Connectivity with web services after 7-8 days  Achieve >80% within a month |
| **Key Project Risks** | The speed of loading the services may be slow as it will depend on the browser that is used. |
| **Rules of Behavior**  (values and principles) | 1. All team members will cooperate and respect other’s views and ideas for the project. 2. Feedback from the project manager and the owner will be always appreciated. 3. There will be open communication among team members. 4. We will consider whoever is speaking on the team. |
| **Communication Guidelines**  (scrum events and rules) | 1. We will conduct daily scrum meetings for 15-20 mins. 2. We will update our task progress on each meet application. 3. All members are expected to be on time for every meeting conducted. |

1. 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 three main key questions for the daily scrum are: What did I do today? What did I do yesterday? and Are there any blockers preventing me from doing my works? These questions help us, the purpose is:
   * 1. Improving the team participation and the collaboration.
     2. Making sure the team work is synchronized.
     3. Identification and removing of any blockers for the development.
     4. Adaption of the daily plan and the sprint backlog.
     5. Progress tracking by the reviews and updates the burndown chart.
2. 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 helps facilitate the daily scrum in a lot of ways such as:
   * 1. He or She ensures that the daily scrum takes place everyday at the same time.
     2. He or She must teach them to keep the daily scrum with in the time box 15 to 20 minutes.
     3. This is an internal meeting, if others participate then the scrum master will ensure that they must not dispute the meeting.
     4. Always start with the “ the purpose of today’s meeting is….”
3. How effective were the actions taken by the Scrum Manager? How could she improve? The Scrum Master is in charge of developing an agile charter as well as organizing the scrum activities as in sprint planning, daily scrum, sprint review, backlog refinement and retrospective. He or She might improve by communicating with the project owner and another department within the organization daily. He or She is in charge with dealing with a team member who is not doing the task or meeting the goal. This might lead to a team member being replaced or the scrum master may figure a way to help motivate the team member to get the work done in a timely manner.