Hiep Ha

CS-250

Professor Judy Mason

May 24, 2024

Assignment 2-3 Scrum Events

Agile Team Charter

| **Item** | **Response** |
| --- | --- |
| **Business Case/Vision**  (value to attain) | The vision of the project is to enhance team communication and collaboration, ensuring efficient progress tracking and quick resolution of impediments, ultimately leading to successful project delivery. |
| **Mission Statement**  (result to accomplish) | The mission is to develop a high-performing Scrum team that can effectively self-organize, communicate openly, and deliver high-quality products in a timely manner. |
| **Project Team**  (team members and roles) | Scrum Master: Hiep Ha  Product Owner: Aaron Li  Development Team: CS-250 |
| **Success Criteria** | Start date: 05/19/2024.  Expected completion date: 07/14/2024.  Final deliverable: A fully functional product increment that meets the definition of done and satisfies the requirements outlined in the product backlog.  Key project objectives: Complete all planned sprints on schedule, achieve a high level of customer satisfaction, and maintain a consistent velocity throughout the project |
| **Key Project Risks** | Inadequate communication leading to misunderstandings.  Unresolved impediments causing delays.  Scope creep due to changing requirements.  Team member availability and turnover. |
| **Rules of Behavior**  (values and principles) | Commitment to the sprint goals and team collaboration.  Transparency in communication and progress reporting.  Respect for all team members and their contributions.  Courage to address and resolve impediments promptly. |
| **Communication Guidelines**  (scrum events and rules) | - Daily Scrum: 15-minute stand-up meeting to synchronize team efforts  - Sprint Planning: Meeting to plan the work for the upcoming sprint  - Sprint Review: Meeting to demonstrate the completed work to stakeholders  - Sprint Retrospective: Meeting to reflect on the sprint and identify areas for improvement  - Adherence to the time-boxed nature of Scrum events  - Encourage open and honest communication among team members |

The Significance of the Daily Scrum Meeting

In most collaborative organizations, daily meetings are commonplace. However, the Daily Scrum defies the traditional notion of a "meeting." Unlike lengthy sessions with presenters and note-taking, the Daily Scrum is a concise, focused gathering designed to facilitate information exchange and team synchronization.

At its core, the Daily Scrum empowers the development team to drive the discussion. While a Scrum Master may initiate proceedings, the emphasis is on team members sharing updates on progress, plans for the day, and any impediments they're facing. Rather than top-down information dissemination, the Daily Scrum promotes peer-to-peer communication, enabling team members to align on completed tasks, upcoming work, and potential challenges.

Importantly, the Daily Scrum isn't a forum for problem-solving or deep content discussions. Instead, it serves as a platform for teams to review sprint backlog items, self-organize tasks, and identify collaborative opportunities. By fostering a collective understanding of project status and priorities, team members can allocate work efficiently, address issues collaboratively, and capitalize on each other's expertise.

Furthermore, the Daily Scrum cultivates a sense of ownership among team members. By actively participating in the meeting's facilitation and discussion, individuals take responsibility for project outcomes and their contributions to the team's success. While the Scrum Master plays a supportive role in guiding the meeting, the focus remains on enabling open communication and collaboration among team members.

In conclusion, the Daily Scrum is more than just a meeting; it's a cornerstone of agile development, empowering teams to synchronize efforts, address challenges, and drive project success collaboratively.

References

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