**Project Name: SNHU Travel**

**Vision:** SNHU Travel has been one of the top travel agencies in New Hampshire for the last 10 years. We’ve stayed on top because we are able to get great deals for the places where our clients want to travel.

**Mission:** Expand the SNHU Travel customer base by getting into trendy, niche vacation packages.

**Success Criteria:**

1. Travel site ready in 5 weeks

**Project Team**

|  |  |  |
| --- | --- | --- |
| Name | Role | Phone |
| Christy | Product Owner | (555) 555-1111 |
| Amanda | Client | (555) 555-2222 |
| Ron | Scrum Master | (555) 555-1414 |
| Brian | Tester | (555) 555-3333 |
| Nicky | Develorer | (555) 555-1515 |

**Rules of Behavior:**

1. All team members will treat each other with respect at all times
2. 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
3. Open communication among the team is always welcomed and valued
4. We will recognize and celebrate all individual and team accomplishments
5. All personal cell phones will be turned off prior to beginning any of our meetings or discussions
6. We will accept responsibility and be accountable for our actions
7. We will give consideration to whomever is speaking and avoid sidebars or speaking over one another
8. We will work collaboratively when possible and use a consensus approach when making team decisions

**Communications:**

1. We will hold regular daily meetings in the team room at 9am each work day
2. We will make every effort to attend all scheduled meetings in person (exceptions being scheduled and/or sick leave)
3. We will update our tasks on the kanban board each work day morning before 9am
4. Meeting minutes will be sent out within 24 hours of each meeting
5. The responsibility for meeting scribe will be shared by all team members on a rotating basis
6. If a meeting must be cancelled or additional meetings are required, the Product Owner will send out notifications as early as possible
7. All team members are expected to be on time for all meetings