**Project Name: SSR**

**Vision:** Managing operation daily and storing data effectively which data is various

**Mission:** Create a system is able to check and report automatically to manager. Furthermore, it would store plenty of information as customer information, maintenance activities, staff, vehicle, and equipment scheduling.

**Success Criteria:**

* Reduce cost for hiring new staff
* Increase revenue in the next year
* Apply and use new system as early as possible

**Project Team:**

|  |  |
| --- | --- |
| Name | Role |
| Minh Nhat Vo | Product Owner, Scrum Master |
| Do Huynh | Programmer, Database Administrator |

**Rules of Behavior:**

1. Complete tasks assigned to you
2. Make sure all team members will have feedback from other partner
3. Open communication is the first priority
4. Arrange schedule comfortable for everyone
5. We will recognize and celebrate all individual and team accomplishments
6. Failure is acceptable

**Communications:**

1. Arrive on time for meeting or message to team leader if cannot go
2. Video meetings require everyone to have their cameras turned on
3. During meeting, Members will state their views and ask genuine questions to gain better understanding
4. Only one person will speak at a time
5. Members will alert the group to any task or project that will be early, late, better, or worse than expected.
6. Standard operating procedures are open for discussion, but not to changes before manager approval.