# CS 250 Agile Team Charter Template

To complete this template, replace the bracketed text with the relevant information.

Timothy Jayson

9/13/2024

CS-250 Module 2 assignment

## Initial Client Meeting

| Item | Response |
| --- | --- |
| **Business Case/Vision**  (value to attain) | The vision of this project is to expand the SNHU Travel customer base by offering niche vacation packages. |
| **Mission Statement**  (result to accomplish) | The mission statement is to assist SNHU Travel in expanding their customer base into the niche vacation space. To do this we will code a new website for them and ensure it is done on time and under budget. |
| **Project Team**  (team members and roles) | Product Owner: Christy   * Provide direction for the team. * Prioritize work to be done. * Maximize the value of the product and work.   Scrum Master: Ron   * Ensures effective product backlog management. * Helps the dev team create high-value products. * Removes challenges and obstacles the dev team faces. * Facilities scrum events   Developer: Nicole   * Design/create code according to industry standard practices. * Participate in peer review events. * Properly collaborate with other team members.   Tester: Brian   * Defines acceptance criteria and acceptance tests. * Clarifies ambiguity in code and user stories. * Executing test and analyzes the results. * Collaborates with the team to resolve issues.   Client: Amanda |
| **Success Criteria** | Start date: 9/15/2024  Expected completion date: 10/20/2024  Final deliverable: A website where the public will be able to book niche vacation packages.  Key project objectives:   * Complete the website on time (within 5 weeks) * Fully test the website for functionality * Stay under client’s budget. * Deliver a website meeting the client’s needs |
| **Key Project Risks** | The key risks for this project are:   * Sticking within the client’s timeframe (5 weeks) * Vague client requirements * Staying under the client’s budget * Changes to client’s requirements |
| **Rules of Behavior**  (values and principles) | The Rules of Behavior for this project are:   * Clear communication with the client * Clear communication among team members * Work collectively as a team * If you run into an issue, ask for help. * Own your mistakes and use them to improve * Have respect for team members and the client |
| **Communication Guidelines**  (scrum events and rules) | The Communication Guidelines are:   * Proper communication between Project Owner, Scrum Master, and the rest of the team * Respect the members of the team. * Show up on time for the daily scrum meeting. * Engage your peers in the scrum meeting and bring up any obstacles you face. * Criticize ideas not your teammates. * Update everyone as to your progress and collaborate as a team to accomplish tasks. |

Sources:

*CS-250 Software Development Lifecycle*. CS250-module two: Initial client meeting. (n.d.). https://snhu-media.snhu.edu/files/course\_repository/undergraduate/cs/cs250/storyline/mod2/story\_html5.html

*Scrum Training Series, Part 4*. Daily Scrum meeting. (n.d.-a). https://scrumtrainingseries.com/DailyScrumMeeting/index.html