# Agile Scrum Team Charter

## {{Team Name}}

## TEAM DEFINITION

|  |  |
| --- | --- |
| **TSD Value Stream** (select one) | * [ ] Customer Engagement Services
* [ ] Enterprise Information Management
* [ ] Common Acquisition Platform
* [x] Legacy Services
 |
| **Product Owner / Champion**  |  |
| **CIO Project Manager** |  |
| **Scrum Master** |  |
| **Scrum Team Members** |  |

## PRODUCTION RELEASE SCHEDULE

The Push to production has to happen after 8:00pm

24 hours after the end of the sprint, except on Thursdays/Fridays, it would be on the following Monday evening.

## DEFINITION OF DONE

 Please provide the definition of done

## ACCEPTANCE TESTING

Please describe how and when acceptance testing is done.

## CADENCES

|  |  |
| --- | --- |
| **Daily SCRUM Stand Up Time** | 12:00pm Daily |
| **Release Cadence** (select one) | * [ ]  Twice Monthly
* [x]  Monthly
* [ ]  Quarterly
 |
| **Sprint Cadence** (select one) | * [ ]  Twice Monthly (1st – 15th, 16th – 30th)
* [ ]  Three Times Monthly (1st – 10th, 11th – 20th, 21st – 30th)
 |

## TOOLS

|  |  |
| --- | --- |
| **Team Collaboration (select one)** | * [x]  Chatter
* [ ]  Flowdock
* [ ]  Rally
 |
| **Project Management** |  |
| **Code repository name/location?** |  |
| **Documentation Location** | * [ ]  Google Drive
* [ ]  Rally
* [ ]  Confluence
 |
| **Testing Tools** |  |