

Agile Team Charter

Retrieval-Augmented Generation (RAG) Application

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Date

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Agile Team Charter Overview

The Agile Team Charter serves as the foundational document that defines the RAG Application project's vision, objectives, and team dynamics. This charter ensures that all team members are aligned with project goals, understand their roles, and commit to Agile principles of collaboration, transparency, and continuous improvement.

Project Specific Information

****Project Vision:**** The Retrieval-Augmented Generation (RAG) Application aims to enhance AI-generated responses by retrieving and incorporating relevant external knowledge in real-time. This system will ensure more accurate, context-aware responses for knowledge workers, customer service representatives, and researchers.

****Mission/Objectives:****

- Develop and deploy a scalable AI-powered RAG system.
- Optimize retrieval mechanisms to reduce latency.
- Ensure a 95% response accuracy by integrating high-quality knowledge bases.
- Provide an intuitive interface for users to refine and validate responses.

****Success Criteria:****

- The system retrieves and ranks relevant external knowledge sources in under 2 seconds.
- AI-generated responses include verifiable references.
- User feedback indicates at least 90% satisfaction with response quality.

Interpersonal Team Dynamics

Our team operates under Agile principles, prioritizing collaboration, accountability, and continuous improvement. All team members are expected to:

- Communicate openly and respectfully.
- Work cross-functionally and support one another.
- Embrace change and adapt to feedback.
- Participate actively in Agile ceremonies (sprint planning, daily standups, retrospectives).

Team Roles and Responsibilities

Role	Name	Responsibilities
Product Owner	Alex Smith	Defines priorities, manages backlog, and ensures business alignment.
Scrum Master	Jordan White	Facilitates Agile processes, removes blockers, and coaches the team.
AI Engineer	Chris Black	Develops and optimizes the retrieval-augmented AI model.
Software Engineer	Dana Green	Implements API integrations and system infrastructure.
QA Engineer	Taylor Brown	Tests system performance, accuracy, and security compliance.
Operations Lead	Pat Grey	Ensures system deployment and monitors production performance.

Communication Plan

Effective communication is essential for team success. The team will use the following communication methods:

- **Daily Standups**: 15-minute check-ins to discuss progress and blockers.
- **Sprint Planning**: Bi-weekly meetings to define sprint objectives.
- **Sprint Reviews**: Demonstrations of completed work at the end of each sprint.
- **Retrospectives**: Continuous improvement sessions to discuss what went well and what needs adjustment.
- **Slack/Email**: Daily asynchronous updates and collaboration.
- **JIRA**: Tracking tasks, sprint progress, and backlog management.

Working Agreements

To maintain a high-functioning Agile team, we commit to the following working agreements:

- ****Respect Each Other's Time****: Arrive on time for meetings, limit unnecessary interruptions.
- ****Transparent Workflow****: Keep JIRA boards updated to reflect real-time progress.
- ****Definition of Done****: Code must pass peer reviews, automated tests, and security checks.
- ****Feedback-Driven Development****: Actively seek and incorporate stakeholder feedback.
- ****Continuous Learning****: Dedicate time for upskilling and sharing knowledge with the team.

Sponsor Acceptance

Approved by the Project Sponsor:

Date: _____

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