

Project Team Charter

SipSip – Plant Care Mobile App

Primary Instructor	Anjana Shah
Team Member	Jayden Lewis
Team Member	Uzma Shaikh
Team Member	Aidan Repchik

Document Revision History

Revision #	Date
1.0	29/09/2025

TEAM CHARTER

1. Purpose

The purpose of the SipSip project team is to collaboratively design, develop, and deliver a minimum viable product (MVP) for the SipSip plant care mobile application. Our goal is to create a functional, playful, and user-friendly Android app that simplifies plant care through personalized schedules, timely reminders, and helpful tips. We plan to complete this development effort within a two-semester timeline, running from September 15, 2025, to March 27, 2026.

2. Background

This project is all about creating a mobile app to tackle common plant care headaches—like forgetting to water, drowning them by accident, or not knowing what a specific plant needs. We're a student team at George Brown College, with Anjana Shah as our guide. It fits right into the trend of apps that make everyday life simpler.

Users and Customers:

- End Users: Casual plant owners, enthusiastic gardeners, and busy students/working adults who need assistance with plant care.
- External Stakeholders: Potential business partners (e.g., nurseries or plant retailers) for future integrations.
- Internal Stakeholders: The project team (developers) and instructor Anjana Shah.

Special Circumstances:

- The project operates under a limited budget, relying on free or low-cost third-party services (e.g., weather APIs).
- The app is Android-only, targeting API level 35 to meet Google Play requirements while supporting older versions like Android 7.1 (Nougat).

- Development must be completed within a tight two-semester timeline.

3. Scope

The mission of the SipSip project team is to deliver an Android mobile application that simplifies plant care for beginners and busy individuals. The team's role is to plan, design, code, test, and deploy the MVP, ensuring it meets stakeholder requirements and operates offline for core features.

Objectives:

- Develop a functional plant management system for creating, tracking, and editing plant profiles.
- Implement a non-intrusive, playful reminder and notification system.
- Provide plant-specific care tips (e.g., watering, fertilising, repotting).
- Ensure a simple, intuitive, beginner-friendly user interface.
- Enable offline functionality with local data storage.
- Optimize the app for compatibility with most Android devices and scalability for future integrations (e.g., weather APIs, partnerships).

Out of Scope:

- Development for iOS, web, or desktop platforms.
- Advanced AI diagnostics or chatbot features.
- Paid subscription models or premium features.

4. Team composition

Name	Role	Functional Area	Core/ Support	Time Commitment
Jayden Lewis	Team Member (Developer)	Development, UI/UX	Core	Approx. 10–15 hrs/week
Uzma Shaikh	Team Member (Developer)	Development, Testing	Core	Approx. 10–15 hrs/week
Aidan Repchik	Team Member (Developer)	Development, Planning	Core	Approx. 10–15 hrs/week
Anjana Shah	Primary Instructor	Oversight, Guidance	Support	Part-time (advisory)

Time/Resources Commitment:

- The project spans two semesters (September 15, 2025–March 27, 2026).
- Team members are expected to dedicate approximately 10–15 hours per week to development, testing, and documentation, with adjustments made based on individual academic schedules.
- Resources include free/low-cost tools (e.g., Android Studio, GitHub for code repository) and access to George Brown College's academic resources.

5. Team empowerment

Existing Authority:

- The team has the authority to define the app's technical architecture, select development tools (e.g., Android SDK, free APIs), and manage the product backlog.
- Team members can make decisions on UI/UX design, feature prioritization, and sprint planning within the scope of the Project Vision Document.
- The team can communicate directly with the instructor (Anjana Shah) for guidance and feedback.

Additional Authority Needed:

- Approval from the instructor for major changes to the project scope or timeline.
- Access to free or low-cost third-party APIs (e.g., weather data) and permission to integrate them.
- Coordination with potential external stakeholders (e.g., nurseries) for future partnership discussions, if applicable.

Level of Empowerment Requested:

- The team requests autonomy to manage agile sprints, make technical decisions, and adjust feature priorities within the defined scope.
- The team seeks instructor approval for significant deviations from the Project Vision Document or resource allocation.

Existing Authority

The team has been granted the freedom to shape the technical direction of the SipSip project. This includes selecting appropriate development tools such as the Android SDK and free APIs that align with project needs. We are responsible for managing our own task lists, defining UI/UX approaches that enhance user engagement, and planning agile sprints, provided these remain aligned with the overarching goals outlined in the SipSip Vision Document. Additionally,

the team has direct access to Anjana Shah for consultation and guidance as needed.

Additional Authority Requested

To further support the success of SipSip, the team requests approval to:

- Seek Anjana Shah’s consent for any significant changes to project scope or timeline, including the addition of major new features or adjustments to key delivery dates.
- Explore and integrate free or low-cost third-party APIs (e.g., weather data services) to enhance the app’s functionality, particularly for features that support outdoor plant care recommendations.

Level of Empowerment Requested

We seek the authority to take full ownership of our agile development process, including sprint planning, technical decision-making, and feature prioritization—provided these remain consistent with the SipSip Vision Document. Within this framework, we request the flexibility to iterate creatively and make adjustments as needed. For any substantial deviations from the agreed vision or requests for additional resources, we will consult with Anjana Shah to ensure continued alignment.

6. Team operations**Decision-Making Processes:**

- Decisions will be made collaboratively during weekly team meetings using a consensus-based approach.
- Major decisions (e.g., feature cuts, scope changes) will require consultation with the instructor.
- Conflicts will be resolved through discussion, with the instructor as a mediator if needed.

Membership Changes:

- If a team member can't continue (for emergency reasons) the team will notify the instructor and redistribute responsibilities among the remaining members.
- New members may be onboarded with instructor approval, ensuring they are briefed on project goals and current progress.

Ground Rules:

- Respectful communication and active participation in meetings.
- Timely completion of assigned tasks and adherence to sprint deadlines.
- Transparency in reporting challenges or delays.

Code Repository:

- The team will use GitHub as the code repository for version control, with regular commits and pull requests.
- A branching strategy (e.g., feature branches, main branch) will be established to ensure code quality.

Communication:

- Weekly team meetings via Zoom or in person at George Brown College.
- Daily updates via a WhatsApp group chat.
- Regular progress reports to the instructor (Anjana Shah) during class.

Relationships with Other Entities:

- The team will coordinate with the instructor for academic oversight and feedback.
- Potential future discussions with external stakeholders (e.g., nurseries) will be initiated only with instructor approval.

Logistical Support:

- Development will use free tools (e.g., Android Studio, GitHub, and free APIs).
- Team members will use personal or college-provided devices for development and testing.

- Testing will be conducted on emulators and physical Android devices to ensure compatibility.

Handling Absence/Non-Performance:

- Absences must be communicated in advance via email or WhatsApp.
- Non-performance will be addressed through team discussion, with escalation to the instructor if unresolved.
- If performance issues persist, the instructor will determine appropriate next steps.

7. Team Performance Assessment

Key Areas of Performance:

- Product Delivery: Completion of the MVP with core features (plant management, reminders, tips, and offline functionality) by March 27, 2026.
- Code Quality: Functional, well-documented code that meets Android development standards and Google Play requirements (API level 35).
- User Experience: Delivery of a simple, intuitive, and beginner-friendly UI/UX, validated through user testing.
- Team Collaboration: Effective communication, timely task completion, and adherence to agile processes.
- Timeline Adherence: Meeting sprint milestones and final project deadline.

Measurement of Progress:

- Sprint Reviews: Bi-weekly reviews to assess completed tasks against the product backlog.
- User Testing: Feedback from test users to evaluate usability and functionality.
- Code Reviews: Regular pull request reviews on GitHub to ensure code quality.
- Instructor Feedback: Periodic evaluations from Anjana Shah to ensure alignment with project goals.

8. Signature Page

Name	Signature	Date
Jayden Lewis	Jayden Lewis	03/10/2025
Uzma Shaikh	Uzma Shaikh	03/10/2025
Aidan Repchik	Aidan Repchik	03/10/2025