

# Smart Planter Team Charter

**Team Name:** Smart Planter Development Team

**Project Name:** SmartPlanter - Automated Plant Care System

**Team Members:**

- Emeka Eruokwu (Project Manager)
- Sindhu Priya (Project Admin)
- Tanuj Kumar (Content Researcher/Quality Assurance)

PROJECT REFERENCE	DATE PREPARED	VERSION
SmartPlanter-TC-01	2025-01-29	1.0

# PROJECT OVERVIEW

The Self-Watering Smart Planter is designed to simplify plant care through automation. It integrates sensors to monitor soil moisture, light intensity, temperature, and fertilizer levels, enabling automated and manual watering via an app. Notifications alert users to environmental changes, ensuring optimal plant health. The planter operates on battery power and includes a built-in water reservoir.

Future development will enhance the system with grow lights, an OLED display with voice interaction, and a gamified plant care experience. Advanced features such as AI-driven plant care recommendations, time-lapse monitoring, and cloud-based data storage will be incorporated in later iterations, making the SmartPlanter a comprehensive tool for plant maintenance.

## TEAM MEMBERS & ROLES

ID	NAME	ROLE	RESPONSIBILITIES
1	Emeka Eruokwu	Project Manager	<ul style="list-style-type: none"><li>• Organizes and runs group meetings.</li><li>• Maintains and adjusts work breakdown structure.</li><li>• Ensures project deadlines are met.</li></ul>
2	Sindhu Priya	Project Admin	<ul style="list-style-type: none"><li>• Takes notes/minutes at meetings and distributes them.</li><li>• Manages internal and external communications.</li><li>• Keeps a backup copy of all important documents.</li></ul>
3	Tanuj Kumar	Content Researcher/QA	<ul style="list-style-type: none"><li>• Conducts research for project development.</li><li>• Ensures quality control on all deliverables.</li><li>• Proofreads written documents before distribution.</li></ul>

# TEAM MEMBER BIOS

## Emeka Eruokwu – Project Manager

- **Background:** Emeka is an experienced telecommunications consultant and IT project manager with extensive international expertise. His career has taken him to Pakistan, South Africa, Canada, and West Africa, where he has contributed to major technology-driven projects across diverse industries.

Emeka holds an MBA from the University of New Brunswick and brings a strong background in network design, problem-solving, system architecture and Project management.

- **Skills:** Leadership, project planning, team coordination
- **Interests:** IoT automation, smart agriculture
- **Contact:** email: [w0515889@nsc.ca](mailto:w0515889@nsc.ca) phone: 506 663 8632.

## Sindhu Priya – Project Admin

- **Background:** Sindhu is a resourceful and ambitious professional with a strong foundation in IT, bringing a proven track record of leadership, problem-solving, and innovation. Her ability to coordinate with team members, communicate clearly, and streamline workflows results in the smooth execution of tasks in fast-paced environments.

Her leadership style fosters creativity and collaboration, allowing her to drive projects forward with purpose and precision. Whether leading technical teams or working with stakeholders, Sindhu's strategic focus and adaptability make her an invaluable asset to any team.

- **Skills:** Coding, Adaptability, Collaboration, IT Expertise
- **Interests:** IOT, Data analytics
- **Contact:** W0515920@nsc.ca phone: +1782 882 8355

## Tanuj Kumar – Content Researcher/Quality Assurance

- **Background:** Tanuj, has a Bachelor of Technology in Computer Science from KIIT College of Engineering, Gurugram, Haryana, India, and brings a strong technical background to content development and quality assurance.

His experience includes roles in customer service, sales, and technical research, where he honed his skills in problem-solving, attention to detail, and critical analysis. He has also worked with software development and quality assurance, allowing him to approach content creation with precision and technical expertise. He is committed to ensuring the highest standards of quality, consistency, and innovation, helping to drive the project's success with a keen eye for accuracy and excellence.

- **Skills:** Communication, Risk Management, Project management
- **Interests:** Software Development
- **Contact:** +1902 240 6651

# TEAM COMMITMENT & EXPECTATIONS

## **Meeting Protocols:**

- Team members must be punctual and attend scheduled meetings.
- Meetings will start and stop as scheduled.
- Agendas will be prepared in advance.
- Meeting notes will be documented and shared with the team.

## **Project Timeline & Responsibilities:**

- Each team member is accountable for completing assigned tasks.
- The project must be completed as per the agreed deadline.
- Responsibilities may be reassigned based on project needs and individual strengths.

## **Communication Guidelines:**

- Primary communication will occur via Microsoft Teams, Emails, and In-person meetings.
- All emails should be responded to within one business day.
- Any major issues must be escalated to the Project Manager immediately.

## **Decision-Making Process:**

- Decisions will be made by team consensus.
- If consensus cannot be reached, decisions will be escalated to the Project Sponsor (Todd Verge).
- Decisions on minor issues will be made immediately, unless the team agrees to defer.

## **Conflict Resolution:**

- All conflicts will be addressed professionally and respectfully.
- If conflicts cannot be resolved internally, they will be escalated to the Project Sponsor.

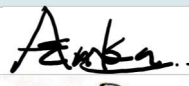

# ACCOUNTABILITY AND PERFORMANCE IMPROVEMENT MEASURES

If a team member does not meet expectations, the following steps will be taken:

1. **Verbal Warning** - Addressed in a one-on-one discussion with the Project Manager.
2. **Written Warning** - Official documentation of the issue.
3. **Group Intervention** - Discussion with the entire team.
4. **Reduction in Group Contribution Recognition** - Potential impact on assessment of the team members contribution to the project.
5. **Expulsion from the Team** - As a last resort, a team member may be removed.

## TEAM MEMBER SIGNATURES

Each team member agrees to uphold the guidelines, responsibilities, and expectations outlined in this charter. By signing below, we acknowledge our commitment to the success of this project.

ID	NAME	ROLE	SIGNATURE
1	Emeka Eruokwu	Project manager	
2	Sindhu Priya	Project Admin	
3	Tanuj Kumar	Content Researcher/QA	

## DOCUMENT RETENTION & VERSION CONTROL

- This document will be maintained electronically and updated as necessary.
- Changes to the charter must be agreed upon by the team and documented accordingly.
- The latest version of the charter should always be available in the shared project storage.