Final Audit Report

Empower Events

Group 19

2024

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# Scrum and Sprint Reports

The dates specified are the starting dates for each sprint. The Scrum-sprint approach was mainly incorporated after 05/03/24, after which each sprint is a week with a scrum meeting on the day between the sprints.

## (13/02/24) Sprint 1

## (05/03/24) Sprint 2

### Sprint tasks

* Sam
  + Create Login Backend.
* Nishita
  + Create website wireframe diagrams.
* Miles
  + Create User login page.
* Omar
  + Create test data and seed database.
* Youssef
  + Implement database models in Django.
* Thomas
  + Get Project approved and update PDD.
  + Merge completed tasks.

## (12/03/24) Sprint 3

### Agenda



### Previous sprint task progress

* Sam: Create Login Backend.
  + Finished on time with clean, commented code.
  + Also created documentation for others to understand his code.
* Nishita: Create website wireframe diagrams.
  + Missed the deadline but stated that she will be able to catch up and to assign her another task.
* Miles: Create User login page.
  + Finished on Time, taught himself how to develop in react.
* Omar: Create test data and seed database.
  + Missed the deadline but stated that he would be able to catch up and to assign him another task.
* Youssef: Implement database models in Django.
  + Missed the deadline but stated that he would be able to catch up and to assign him another task.
* Thomas: Get Project approved, update PDD, merge completed tasks.
  + Got project approved by Jon, and updated the PDD with our approved plan and direction.

All the missed deadlines from the last sprint will be moved as tasks for this sprint and as each member said they were able to catch up, new tasks will be assigned as well.

### Sprint tasks

* Nishita:
  + Create website wireframes (Previous task extended).
  + Implement wireframes to create visual prototype.
* Omar
  + Create test data and seed database (Previous task extended).
  + Update and add detail to the PDD.
* Youssef
  + Implement database models in Django (Previous task extended).
  + Update and add detail to the PDD.
* Miles
  + Help create the Project Pitch.
  + Voice over the project pitch.
* Sam
  + Create Django REST API documentation.
* Thomas
  + Update the PDD.
  + Help create the Project Pitch.
* Matthew
  + Help create the Project Pitch.

## (19/03/24) Sprint 4

### Agenda



### Previous sprint task progress

* Nishita:
  + Create website wireframes (Previous task extended).
  + Implement wireframes to create visual prototype.
    - Missed deadline and missed SCRUM meeting.
* Omar
  + Create test data and seed database (Previous task extended).
  + Update and add detail to the PDD.
* Youssef
  + Implement database models in Django (Previous task extended).
  + Update and add detail to the PDD.
    - Did not contribute.
* Miles
  + Help create the Project Pitch.
  + Voice over the project pitch.
* Sam
  + Create Django REST API documentation.
* Thomas
  + Update the PDD.
  + Help create the Project Pitch.
* Matthew
  + Help create the Project Pitch.

### Sprint tasks

* Nishita
  + Implement wireframes to create visual prototype (Previous task extended)
  + Create website nav bar/ header.
* Omar
  + Create user registration page.
* Youssef
* Miles
  + Create home page for the website.
* Sam
  + Create account registration backend.
* Thomas
  + Start on Final audit report.
* Matthew
  + Create charity login backend.

## (26/03/24) Sprint 5

# Personal Development Targets

## Team Goals

1. **Improved Collaboration:** Foster good communication and collaboration among team members, such as through regular team meetings and using collaborative tools like Gitlab or Microsoft Teams.
2. **Agile Methodology Mastery:** Ensure the team fully understands and effectively implements the Scum agile methodology, with goals focused on sprint planning and regular retrospectives for continuous improvement.
3. **Efficient Time Management:** Improve the team's ability to estimate and manage project timelines, ensuring that deadlines are met and are completed on schedule.
4. **Knowledge Sharing**: Establish regular knowledge-sharing sessions where team members can share insights, techniques, or new technologies they've learned. This helps in upskilling the team and fostering a culture of continuous learning.
5. **Innovate**: Set a goal to propose and prototype a certain number of new features or improvements to the project. Encourage creativity and experimentation.

## Individual Goals

1. **Technical Skill Development:** Set specific learning objectives for each team member to enhance their technical skills relevant to the project, such as learning a new programming language, mastering a particular framework or technology, or improving proficiency in a specific tool or IDE.
2. **Effective Communication:** Focus on improving communication skills, both written and verbal, to ensure clarity in expressing ideas, discussing technical concepts, and providing updates on progress.
3. **Problem-Solving Abilities:** Encourage team members to develop their problem-solving skills by tackling challenging issues independently or through collaboration with peers, seeking guidance when necessary.
4. **Ownership and Accountability:** Encourage a sense of ownership and accountability among team members by setting individual goals related to taking responsibility for specific tasks, delivering high-quality work, and meeting deadlines.
5. **Professional Growth:** Support career development by setting goals for attending relevant conferences, workshops, or training sessions, obtaining certifications, or pursuing advanced degrees.
6. **Feedback and Self-Reflection:** Foster a culture of feedback and continuous improvement by setting goals for giving and receiving constructive feedback, as well as engaging in regular self-reflection to identify areas for personal and professional growth.
7. **Learn a New Technology**: Each team member might set a goal to learn a new tool or technology that is relevant to the project. For example, learning a new programming language or a new framework that could be beneficial for the project.
8. **Improve Problem-Solving Skills**: Individuals can focus on enhancing their ability to troubleshoot and solve complex problems more efficiently. This could involve practicing with coding challenges or taking on tasks outside of their comfort zone.

# Legal, Ethical and Social Responsibility

## Legal Responsibilities

1. **Accessibility**: Ensure compliance with web accessibility standards such as the Web Content Accessibility Guidelines (WCAG). This involves making sure the website is usable for people with a range of disabilities, including visual, auditory, physical, speech, cognitive, language and learning disabilities.
2. **Data Protection and Privacy**: Adhere to laws related to the protection of personal data, such as the General Data Protection Regulation (GDPR). This includes obtaining consent for collecting and using personal data, securing data against unauthorized access, and allowing users to access, correct, and delete their data. Hallow has specifically asked us not to store full names in reviews due to GDPR rules and regulations.
3. **Content Regulation**: Ensure all content is appropriate and does not discriminate against or offend users. Follow regulations concerning digital content and copyright laws.

## Ethical Responsibilities

1. **Transparency and Honesty**: Clearly communicate the purpose of collecting feedback and how it will be used to benefit the charity and its beneficiaries. This builds trust with users.
2. **User Consent and Control**: Users should have control over the data they share. They must be able to review and modify their feedback if they wish.
3. **Inclusivity and Equity**: The design and operation of the website should cater to the diverse needs of less abled individuals, ensuring that everyone has equal opportunity to participate and share feedback.
4. **Respect for User Feedback**: Take all feedback seriously and ensure it is used constructively to improve the charity’s activities and services.

## Social Responsibilities

1. **Promoting Positive Change**: Use the platform to advocate for the needs and rights of less abled individuals, encouraging a broader societal shift towards inclusivity and support for these communities.
2. **Community Building**: Foster a sense of community among users by providing a platform for sharing experiences and supporting each other.
3. **Responsiveness to Feedback**: Actively respond to feedback and make necessary adjustments to the charity’s activities and the website itself, demonstrating that user input is valued and effective in driving change.
4. **Accessibility Advocacy**: Beyond compliance, advocate for and implement best practices in accessibility, setting a positive example for other organizations.

# Feasibility Study

## Executive Summary

This is a concise overview of the project, highlighting the primary objective of creating a platform where individuals with hidden disabilities can voice their opinions and share reviews about events they attended.

## Project Description

* **Objective**: To develop a user-friendly website that allows individuals with hidden disabilities to submit reviews to charity event holders about the accessibility of various events.
* **Scope**: The website will include features such as user profiles, event listings, review systems, accessibility rating scales, and analytics for charities to *analyse*.
* **Target Audience**: Individuals with hidden disabilities, event organizers, and charity workers.

## Technical Feasibility

* **Technology Requirements**: The website will require a responsive web design, a backend database, and a secure user authentication system. Tools like HTML5, CSS3, JavaScript (React), and a server-side language (Python with Django) will be used.
* **Technical Team**: A project manager, vice project manager, front and back-end web developers, and a documentary are all necessary. Roles have been delegated based on the teams' strengths.

## Legal Feasibility

* **Compliance with Equality Act 2010:** The website must adhere to the Equality Act 2010 which will protect individuals from discrimination based on their disabilities. This legislation requires services