

SPRINT 1 DETAILED CHECKLIST & TEMPLATES

Week 1-4: Foundation & Planning



TIMELINE

Week 1-2: Team formation, initial setup

Week 3: Documentation, environment setup

Week 4: Final review, submission, code review meeting

Deadline: Lab of Week 4

Grade Impact: Foundation for entire project (not directly graded but critical)



COMPLETE CHECKLIST

PHASE 1: Team Setup (Week 1-2)

☐ Form Your Team

- ☐ Find 2-3 other students (total 3-4 people)
- ☐ Exchange contact information
- ☐ Schedule first meeting

☐ First Team Meeting

Agenda:

- ☐ Introductions (name, strengths, experience)
- ☐ Discuss project brief together
- ☐ Clarify project idea
- ☐ Assign preliminary roles
- ☐ Set up communication channel
- ☐ Agree on regular meeting times

Roles to Assign:

- **Backend Lead:** Database, Express routes, API integration
- **Frontend Lead:** PUG templates, CSS, user interface
- **DevOps Lead:** Docker, GitHub Actions, deployment
- **Project Manager:** Documentation, meetings, coordination

Note: Everyone will code, but having leads helps organization

Meeting Schedule:

- Weekly standup: [Day/Time]
- Sprint review prep: [Day/Time]
- Ad-hoc meetings as needed

Communication:

- Primary: [Discord/WhatsApp/Slack]
 - Backup: [Email/Teams]
 - Response time: Within 24 hours
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PHASE 2: GitHub & Development Environment (Week 2-3)

□ Set Up GitHub Repository

Steps:

1. One person creates repository on GitHub
2. Name: `community-skills-platform` (or similar)
3. Initialize with README
4. Add `.gitignore` for Node.js
5. Set repository to Private (initially)

Add Team Members:

Settings → Collaborators → Add people

Add all team members with "Write" access

□ Create Repository Structure

Initial files needed:

```
community-skills-platform/
├── README.md           ← Customize this
├── .gitignore          ← Node.js template
├── package.json        ← Will be provided by module
├── docker-compose.yml  ← Will be provided by module
├── Dockerfile          ← Will be provided by module
└── app.js              ← Basic Express app
```

README.md Template:

Community Skill & Item Sharing Platform

Project Overview

A local community platform where people can share skills and everyday items with each other, building community through r

Team Members

- **[Name]** - [Role] - GitHub: @username
- **[Name]** - [Role] - GitHub: @username
- **[Name]** - [Role] - GitHub: @username
- **[Name]** - [Role] - GitHub: @username

Tech Stack

- **Frontend:** HTML, CSS, JavaScript, PUG
- **Backend:** Node.js, Express.js
- **Database:** MySQL
- **DevOps:** Docker, GitHub Actions
- **Project Management:** GitHub Projects

Setup Instructions

Prerequisites

- Docker Desktop installed
- Git installed
- Node.js 18+ (for local development without Docker)

Getting Started

1. Clone the repository:

```
``bash
git clone https://github.com/[username]/community-skills-platform.git
cd community-skills-platform
``
```

2. Copy environment variables:

```
``bash
cp .env.example .env
``
```

3. Start Docker containers:

```
``bash
docker-compose up
``
```

4. Access the application:

- App: <http://localhost:3000>
- Database: localhost:3306

Development Workflow

1. Create a new branch for your feature:

```
```bash
git checkout -b feature/your-feature-name
```
```

2. Make your changes and commit:

```
```bash
git add .
git commit -m "Add: description of changes"
```
```

3. Push to GitHub:

```
```bash
git push origin feature/your-feature-name
```
```





4. Create a Pull Request on GitHub

5. Wait for review before merging

Project Links

- GitHub Repository: [URL]
- GitHub Project Board: [URL]
- Documentation: [Link to Google Drive/notion]

Sprint Progress

-  Sprint 1: Setup & Planning (Week 4)
-  Sprint 2: Requirements (Week 6)
-  Sprint 3: Core Development (Week 10)
-  Sprint 4: Advanced Features (Week 13)

License

Educational project for University of Roehampton - Software Engineering Module

□ Each Team Member: First Commit

Task for EVERYONE:

1. Clone the repository to your computer
2. Create a new file: `team/[your-name].md`
3. Add brief intro about yourself
4. Commit and push

Example:

```
bash

git clone [repository-url]
cd community-skills-platform
mkdir team
echo "# About Me\n\nName: Sarah Johnson\nRole: Backend Lead\nSkills: Python, some JavaScript\nLooking forward to: Learning new things" > team/sarah.md
git add team/sarah.md
git commit -m "Add: Sarah's team intro"
git push origin main
```

This proves everyone can:

- Clone repository
- Make changes
- Commit
- Push to GitHub

□ Set Up GitHub Project (Kanban Board)

Steps:

1. Go to repository → Projects → New Project
2. Choose "Board" template
3. Name: "Community Skills Platform Backlog"

Create Columns:

- **Backlog:** All user stories and tasks
- **To Do:** Ready to start
- **In Progress:** Currently being worked on
- **Review:** Done but needs checking
- **Done:** Completed and approved

Add Initial Cards:

Sprint 1 cards:

- Complete Code of Conduct
- Write Personas (2-3)
- Identify Ethical Issues
- Set up Docker environment

- Create project description
- Schedule weekly standups

Sprint 2 cards (preliminary):

- Write user stories
- Create wireframes
- Design database schema
- Create use case diagram

□ Set Up Docker Environment

Prerequisites:

1. Install Docker Desktop:
 - Windows/Mac: <https://www.docker.com/products/docker-desktop>
 - Linux: Install via package manager

Verify Installation:

```
bash
docker --version
docker-compose --version
```

Use Module Scaffolding: Your module will provide scaffolding files. Once you have them:

1. Copy files to your repository
2. Review `docker-compose.yml`
3. Review `Dockerfile`
4. Review `package.json`

Test Docker Setup:

```
bash

# Start containers
docker-compose up

# In another terminal, check if running:
docker-compose ps

# Stop containers:
docker-compose down
```

Each Team Member Tests:

- ☐ Docker Desktop installed
- ☐ Repository cloned
- ☐ `docker-compose up` works
- ☐ Can access <http://localhost:3000>
- ☐ Database connection works

Troubleshooting:

- Port already in use? Change port in docker-compose.yml
 - Permission denied? Run with sudo (Linux) or check Docker Desktop (Windows/Mac)
 - Database not connecting? Wait 30 seconds for MySQL to initialize
-

PHASE 3: Documentation (Week 3)

☐ Create Sprint 1 PDF Document

Document Structure:

SPRINT 1 SUBMISSION

Community Skill & Item Sharing Platform

[Group Name]

[Date]

Table of Contents:

1. Team Information
 2. Project Description
 3. Code of Conduct
 4. Personas
 5. Ethical Issues
 6. Meeting Records
-

☐ Section 1: Team Information

Template:

1. TEAM INFORMATION

Group Name: [e.g., "Community Builders"]

Team Members:

1. [Full Name]

Student ID: [ID]

Email: [university email]

Role: [Backend Lead / Frontend Lead / DevOps / Project Manager]

GitHub: @[username]

2. [Full Name]

Student ID: [ID]

Email: [university email]

Role: [Role]

GitHub: @[username]

3. [Full Name]

Student ID: [ID]

Email: [university email]

Role: [Role]

GitHub: @[username]

[4. Fourth member if applicable]

Communication Channels:

- Primary: [Discord/WhatsApp] - [Link/Group name]

- Backup: University email

- Meeting Schedule: [Day/Time] weekly standups

GitHub Repository: [URL]

GitHub Project Board: [URL]

□ Section 2: Project Description

Template:

2. PROJECT DESCRIPTION

Title: Community Skill & Item Sharing Platform

Problem Statement:

In today's cost of living crisis, many people struggle to afford items they need occasionally or services they can't pay for. Meanwhile, others have underutilized skills and items sitting unused in their homes. This creates both waste and missed opportunities for community connection.

Traditional solutions (buying new, commercial rentals, paid services) are:

- Expensive for users
- Environmentally wasteful
- Don't build community connections
- Create barriers for low-income individuals

Our Solution:

A web-based platform enabling local community members to:

- Share skills (tutoring, repairs, cooking, music, languages)
- Lend items (tools, books, equipment, household items)
- Exchange help based on trust and mutual benefit
- Build points/reputation through community participation

How It Works:

1. **SIGN UP:** Users create a profile describing themselves and their location
2. **LIST:** Users list skills they can offer and items they can share
3. **BROWSE:** Users search for skills/items they need nearby
4. **REQUEST:** Users send requests to borrow items or receive help
5. **EXCHANGE:** Users meet to exchange items or provide services
6. **RATE:** Users rate each other to build trust and reputation

Target Users:

Primary Users:

- **Students:** Need textbooks, tutoring, study buddies, equipment
- **Local Residents:** Want to meet neighbors, share tools, reduce waste
- **Families:** Share children's items that are quickly outgrown
- **Retirees:** Have time and skills to share, want community connection

Secondary Users:

- **Community Organizations:** Can promote platform to members
- **Universities:** Can encourage student participation
- **Local Councils:** Can support community building initiatives

Key Features:

Sprint 3 (Basic Functionality):

- User registration and profiles
- Create/edit listings (skills and items)
- Browse all available listings
- Search and filter by category
- View user profiles and listings
- Request system (send, accept, decline)
- User dashboard

Sprint 4 (Advanced Features):

- Smart matching algorithm suggesting relevant listings
- Google Maps integration showing nearby resources
- Points and ratings system for building trust
- [Optional: In-app messaging for coordination]

Project Benefits:

Economic:

- Reduces costs for community members
- Promotes circular economy
- Reduces waste through sharing

Social:

- Builds community connections
- Reduces isolation
- Encourages mutual aid

Environmental:

- Reduces consumption
- Extends product lifecycles
- Minimizes waste

Success Criteria:

- Users can easily find what they need
- Exchanges happen successfully
- Trust is built through ratings
- Community grows organically

Alignment with Module Theme:

Our project directly addresses "Sharing, exchange and building community" by:

SHARING:

- Physical items that would otherwise sit unused

- Skills and knowledge freely given
- Time and expertise for mutual benefit

EXCHANGE:

- Not for money, but for community points
- Reciprocal help over time
- Building social capital

BUILDING COMMUNITY:

- Connecting neighbors who might never meet
- Creating trust through ratings and interactions
- Establishing local support networks
- Reducing social isolation

☐ Section 3: Code of Conduct

Template:

3. CODE OF CONDUCT

We, the members of [Group Name], agree to uphold the following standards throughout this project:

COMMUNICATION

1. Response Time

- All team members will respond to messages within 24 hours
- Urgent matters flagged with [URGENT] require 6-hour response
- If unable to respond, notify team in advance

2. Meeting Attendance

- Attend all scheduled meetings
- If unable to attend, give 24 hours notice
- Find someone to share your update
- Review meeting notes within 24 hours

3. Communication Channels

- Daily updates: [Discord/WhatsApp]
- Code reviews: GitHub pull requests
- Documentation: [Google Drive/Notion]
- Emergency contact: [Method]

WORK STANDARDS

4. Coding Practices

- Write clean, commented code
- Follow agreed naming conventions
- Test code before committing
- No commits directly to main branch
- All changes via pull requests

5. Git Hygiene

- Commit regularly (minimum 2x per week during active sprints)
- Write descriptive commit messages
- Keep commits focused and logical
- Pull before you push

6. Code Reviews

- Review assigned PRs within 48 hours
- Test the code before approving
- Provide constructive feedback
- No rubber-stamping approvals

7. Quality Standards

- Code must be your own or properly attributed
- Understand all code you commit
- Ask for help if stuck >2 hours
- Research solutions before asking

COLLABORATION

8. Task Management

- Update GitHub Project board daily
- Complete assigned tasks by agreed deadlines
- Flag blockers immediately
- Offer help when ahead of schedule

9. Knowledge Sharing

- Document solutions to problems
- Share useful resources with team
- Help teammates when they're stuck
- Pair program on complex features

10. Equal Contribution

- Everyone contributes equally
- No passenger behavior
- Speak up about unequal workload
- Support struggling team members

MEETINGS

11. Meeting Conduct

- Arrive on time (5-minute grace)
- Come prepared with updates
- Stay focused (no phone scrolling)
- Everyone gets a chance to speak
- One person talks at a time

12. Meeting Structure

- Weekly standup (15 minutes):
 - * What I did
 - * What I'll do
 - * Any blockers
- Sprint planning (30-60 minutes)
- Sprint reviews (as scheduled)
- Ad-hoc problem-solving as needed

13. Meeting Records

- Rotate note-taking responsibility
- Document decisions and action items
- Share notes within 24 hours

- Archive in project documentation

CONFLICT RESOLUTION

14. Addressing Issues

- Raise concerns directly and respectfully
- Focus on actions, not personality
- Listen to understand, not to respond
- Seek win-win solutions

15. Escalation Process

- Step 1: Discuss one-on-one
- Step 2: Bring to team meeting
- Step 3: Mediation with neutral team member
- Step 4: Escalate to module team

16. Handling Non-Contribution

- First occurrence: Team discussion
- Document concerns with evidence
- Set clear expectations and deadlines
- Final resort: Follow university dismissal process

17. Dismissal Process (as per brief)

- Must have evidence of Code of Conduct breach
- Present at meeting with module team
- Individual has opportunity to explain
- Module team makes final decision
- Individual has 1 week to appeal

ACADEMIC INTEGRITY

18. Honest Work

- All work must be our own
- AI can assist but not generate complete features
- Cite all external code sources
- No plagiarism of any kind

19. AI Usage

- AI can help debug and explain
- AI cannot write complete features
- Must understand all AI-generated code
- Document AI usage where required

WELLBEING

20. Work-Life Balance

- No expectation of work after 10pm

- Respect weekends and university breaks
- Communicate workload concerns early
- Support team members' wellbeing

21. Respectful Environment

- Treat all team members with respect
- No discrimination or harassment
- Inclusive language and behavior
- Create psychologically safe space

COMMITMENT

We commit to:

- Doing our best work
- Supporting each other
- Communicating openly
- Meeting deadlines
- Learning together
- Producing excellent results

SIGNATURES

[Team Member 1]: _____ Date: _____

[Team Member 2]: _____ Date: _____

[Team Member 3]: _____ Date: _____

[Team Member 4]: _____ Date: _____

Agreed: [Date]

Location: [University / Online]

□ Section 4: Personas

You need minimum 2, aim for 3 personas

Template for Each Persona:

PERSONA 1: [Name] the [Descriptor]

DEMOGRAPHICS

Age: [Age]

Occupation: [Job/Student status]

Location: [Living situation]

Tech Comfort: [Low/Medium/High]

Living Situation: [e.g., Student accommodation, family home]

Income Level: [Student budget, working professional, retired]

BACKGROUND

[2-3 sentences about their life situation, family, daily routine]

Example: "Sarah is a second-year Computer Science student living in shared student accommodation. She works part-time at a coffee shop to support herself but money is tight. She's tech-savvy and uses apps for everything."

GOALS & MOTIVATIONS

- [Goal 1 - what they want to achieve]
- [Goal 2]
- [Goal 3]

Example:

- Save money on textbooks and equipment she needs only occasionally
- Find study partners for difficult modules
- Meet other students in her accommodation
- Build connections in the local community

FRUSTRATIONS & PAIN POINTS

- [Frustration 1 - what blocks them]
- [Frustration 2]
- [Frustration 3]

Example:

- Can't afford to buy all recommended textbooks (£200+ per module)
- Doesn't know neighbors in accommodation building
- Existing lending platforms require deposits she can't afford
- Feels isolated as international student

TECH USAGE

Devices: [e.g., Smartphone (iPhone), Laptop]

Apps Used: [e.g., WhatsApp, Instagram, Canvas, Google]

Online Behavior: [e.g., Checks phone constantly, shops online]

SPECIFIC NEEDS FROM OUR PLATFORM

- [Need 1]

- [Need 2]
- [Need 3]

Example:

- Browse textbooks by course/module
- Find tutors for specific subjects
- See what's available within walking distance
- Quick messaging to coordinate exchanges

USER JOURNEY WITH OUR PLATFORM

Discovery:

"Sarah hears about the platform from a flyer in the library. She needs a statistics textbook that costs £45 new."

Sign-up:

"Signs up using university email, creates profile mentioning her Computing course and that she's looking for textbooks and study help."

First Use:

"Searches for 'statistics textbook' and finds one listed by a third-year student 10 minutes away. Sends a request explaining she needs it for the semester."

Regular Use:

"After successfully borrowing the textbook, Sarah lists her own first-year textbooks. She starts checking the platform weekly for study buddies and items she needs."

QUOTES

"[Something they might say about the problem]"

Example: "I hate buying textbooks I'll use for 12 weeks then never touch again. It's such a waste of money!"

PHOTO/ILLUSTRATION

[Insert representative image or description]

Example Complete Persona:

PERSONA 1: Sarah the Student

DEMOGRAPHICS

Age: 20

Occupation: 2nd year Computer Science student, part-time barista

Location: Student accommodation, 15-minute walk to campus

Tech Comfort: High (digital native)

Living Situation: Shared flat with 3 other students

Income Level: £8,000/year student loan + £4,000 part-time work

BACKGROUND

Sarah is an international student from Spain studying Computer Science at Roehampton. She works 15 hours per week at a local coffee shop to supplement her student loan. Money is always tight, especially after paying rent. She's tech-savvy and comfortable using apps for everything from banking to food delivery, but she feels isolated and hasn't built a strong friend network yet.

GOALS & MOTIVATIONS

- Save money on expensive textbooks and equipment (£200+ per semester)
- Find study partners for difficult modules like Algorithms and Statistics
- Meet other students and build a social network
- Access items needed occasionally (toolkit for flat repairs, camping gear)
- Feel part of a community rather than isolated

FRUSTRATIONS & PAIN POINTS

- Textbooks cost more than she can afford, but she needs them to succeed
- Doesn't know anyone in her accommodation building despite living there 6 months
- Existing platforms like Facebook Marketplace feel unsafe for meeting strangers
- Course-required software licenses are expensive
- Feels embarrassed to ask for help from classmates she barely knows

TECH USAGE

Devices: iPhone 12, Lenovo laptop

Apps Used Daily: WhatsApp, Instagram, Canvas (LMS), Spotify, Deliveroo

Online Behavior: Checks phone 50+ times/day, prefers apps to websites, expects instant responses, watches YouTube tutorials

SPECIFIC NEEDS FROM OUR PLATFORM

- Find textbooks by ISBN or course code
- Filter by distance (within walking/bus distance)
- See verified student status for safety
- Quick in-app messaging to arrange meetups
- Save favorite users/listings
- Ratings visible to build trust

USER JOURNEY WITH OUR PLATFORM

Discovery:

"Sarah sees a poster in the library advertising the platform with a QR code. She scans it while waiting for her friend."

Sign-up:

"Signs up with university email, gets instant verification. Creates profile mentioning she studies Computer Science, has first-year textbooks to share, and is looking for study partners and items to borrow."

First Use:

"Immediately searches 'statistics textbook' - needs it by next week for exam prep. Finds one listed by Marcus, a 3rd year student 0.8km away. Sends request: 'Hi! Need this for stats exam revision next month. Can pick up anytime this week!'"

Marcus accepts within 2 hours. They arrange to meet at the library. Exchange goes smoothly.

Regular Use:

"After successful exchange, Sarah:

- Lists her 3 first-year CS textbooks
- Posts offering Spanish conversation practice
- Browses weekly for items she needs
- Joins as study buddy for other CS students
- Earns points for helping others
- Feels more connected to university community"

Three Months Later:

"Sarah has borrowed 5 items, lent 7, done 3 tutoring sessions, and made 2 new friends through the platform. She checks it every few days and feels much more part of the community."

QUOTES

"I hate buying textbooks I'll use for 12 weeks then never look at again. It's such a waste of money and space!"

"I wish I knew people in my building. We all just pass each other in the corridor without speaking."

"I'm good at Spanish and could teach someone, but I don't know how to find people who want to learn."

PHOTO/ILLUSTRATION

[Image: Young woman with laptop and coffee, studying in casual clothes]

Additional Persona Templates:

PERSONA 2: David the Retired Handyman

[Same structure as above but focused on:]

- Retired carpenter, 67 years old
- Wants to stay active and useful
- Has expensive tools sitting unused
- Tech: Medium comfort (smartphone but prefers simple interfaces)
- Goals: Share skills, meet neighbors, feel valued
- Frustrations: Isolated since retirement, neighborhood changing

PERSONA 3: Maya the Working Parent

[Same structure but focused on:]

- 35-year-old working mother of 2 (ages 3 & 6)
- Time-poor, budget-conscious
- Has children's items quickly outgrown
- Tech: High comfort but no time for complex apps
- Goals: Save money, find childcare swaps, sustainable living
- Frustrations: Buying items used once, don't know other parents

□ Section 5: Ethical Issues

Template:

5. ETHICAL ISSUES & MITIGATIONS

ISSUE 1: PRIVACY & DATA PROTECTION

Description:

Users must share personal information (name, location, contact details, items they own, skills they have) to participate in the platform. This data could be:

- Stolen in a data breach
- Used for stalking or harassment
- Sold to third parties
- Used for targeted advertising
- Linked to reveal identity of anonymous users

Risks:

- High: Location data could reveal home addresses
- Medium: Profile data could enable identity theft
- High: Messages between users could contain sensitive information
- Medium: Browsing history reveals what users need/own

Legal Considerations:

- Must comply with UK GDPR
- Must have clear privacy policy
- Must obtain informed consent
- Must allow data deletion
- Must report breaches within 72 hours

Our Mitigations:

1. Data Minimization

- Only collect essential data
- Don't store credit cards (no payments on platform)
- Don't require full address (only general area)
- Delete inactive accounts after 2 years

2. Security Measures

- Hash all passwords with bcrypt
- Use HTTPS for all connections
- Secure session management
- Regular security updates
- Limit failed login attempts

3. Privacy Controls

- Users control visibility of location (can show area, not exact address)
- Option to hide profile from non-members
- Block/report functionality

- Option to use first name only

4. Transparency

- Clear privacy policy in simple language
- Explain what data is collected and why
- Explain how data is used
- Allow users to download their data
- Easy account deletion

ISSUE 2: SAFETY & TRUST

Description:

Our platform facilitates meetings between strangers to exchange items or services. This creates safety risks:

- Physical safety when meeting
- Risk of theft or damaged items
- Scams or dishonest users
- Harassment or inappropriate behavior

Risks:

- High: Personal safety when meeting strangers
- Medium: Valuable items stolen or damaged
- Medium: Users catfished or deceived
- Low: Platform used for illegal activities

Real-World Examples:

- Craigslist robberies when meeting for exchanges
- Facebook Marketplace scams
- Uber safety concerns
- Airbnb property damage

Our Mitigations:

1. Identity Verification

- Require university email for students
- Email verification for all users
- Optional photo ID verification (Sprint 4)
- Verified badges for confirmed users

2. Reputation System

- Ratings after each exchange (Sprint 4)
- Display rating history publicly
- Points system showing contribution level
- Warning flags for users with poor ratings

3. Safety Guidelines

- Prominent safety tips on every page
- Encourage public meeting places
- Suggest bringing a friend
- Don't share full address until necessary
- Trust your instincts

4. Reporting System

- Easy report button on all profiles/listings
- Quick block functionality
- Investigation of reports
- Ban repeat offenders
- Contact local authorities if serious

5. Insurance Guidance

- Suggest users have personal liability insurance
- Recommend insurance for high-value items
- Clear Terms of Service about liability
- Platform is facilitator, not guarantor

ISSUE 3: EQUALITY & ACCESSIBILITY

Description:

Not all community members have equal ability to participate due to:

- Digital literacy barriers
- Language barriers
- Physical disabilities
- Lack of internet access
- Lack of items/skills to offer
- Age-related challenges

Risks:

- Medium: Excluding non-tech-savvy users (elderly, digitally excluded)
- Medium: Unfair to users with nothing to offer initially
- High: Inaccessible to users with disabilities
- Medium: Language barriers exclude non-English speakers

Who Might Be Excluded:

- Elderly people with limited tech skills
- People with visual impairments
- People with motor disabilities
- Non-English speakers
- Those without smartphones
- Those with limited internet
- New community members with no reputation

Our Mitigations:

1. Accessibility Standards

- Follow WCAG 2.1 AA guidelines
- Screen reader compatible
- Keyboard navigation
- High contrast mode
- Adjustable text size
- Clear, simple language

2. Inclusive Design

- Mobile-responsive (works on any device)
- Works on older devices
- Minimal data usage
- Offline capabilities where possible
- Multi-language support (future)

3. Fair Participation

- New users start with welcome points
- Can request without points initially
- Skills count as much as items
- Offering time/help is valued
- No tiered membership

4. Support Resources

- How-to guides with screenshots
- Video tutorials
- FAQ section
- Contact support option
- Community helpers program

5. Alternative Access

- Phone support for sign-up
- Partner with community centers
- Print QR codes for easy access
- SMS notifications option

ISSUE 4: LIABILITY & RESPONSIBILITY

Description:

When items are damaged, services are poor, or disputes arise, questions of liability emerge:

- Who's responsible if borrowed item is damaged?
- What if service provided is dangerous/harmful?

- Is platform liable for user actions?
- How are disputes resolved?

Risks:

- High: Expensive items damaged or lost
- Medium: Poor service causes harm
- Low: Platform sued for user actions
- Medium: Disputes harm community trust

Legal Considerations:

- Platform is facilitator, not party to agreements
- Terms of Service must be clear
- Users agree to resolve disputes between themselves
- Platform not liable for user actions (within reason)

Our Mitigations:

1. Clear Terms of Service

- Users agree they act independently
- Platform facilitates but doesn't guarantee
- Users responsible for own actions
- Disputes resolved between users
- Platform can ban users but not mediate disputes

2. Best Practices Guidelines

- Photograph items before lending
- Written agreement for valuable items
- Insurance recommendations
- Safety checklists
- Clear condition descriptions

3. Dispute Resolution

- Encourage direct communication
- Provide dispute resolution tips
- Rating system discourages bad behavior
- Remove users with repeat problems
- Log disputes for pattern analysis

4. Risk Warnings

- Clear warnings about risks
- "Participate at own risk" notices
- Safety guidelines prominent
- Insurance recommendations
- Emergency contact information

5. Community Moderation

- Report inappropriate listings

- Review flagged users
- Remove dangerous listings
- Community guidelines enforcement
- Ban malicious users

ISSUE 5: EXPLOITATION & FAIRNESS

Description:

System could be exploited unfairly:

- Users take but never give
- Commercial operators disguised as individuals
- Fake accounts to game reputation
- Unequal distribution of benefits

Risks:

- Medium: Free-riders never contribute
- Low: Businesses use platform commercially
- Low: Fake reviews manipulate reputation
- Medium: Popular users get all requests
- Medium: Less popular areas underserved

Our Mitigations:

1. Points System (Sprint 4)

- Earn points by helping others
- Need points to make many requests
- Limits on taking without giving
- Bonus points for first contributions
- Decay points if inactive

2. Behavioral Monitoring

- Flag users who only take
- Limit requests for low contributors
- Track request/offer ratio
- Investigate suspicious patterns
- Soft limits that can be explained

3. Community Guidelines

- Clear expectation of reciprocity
- Community is about giving and taking
- Report unfair behavior
- Celebrate generous contributors
- Shame free-riders (gently)

4. Anti-Commercial Policies

- Ban business use in Terms
- Flag commercial-looking listings
- Limit number of listings per user
- No payment transactions on platform
- Report suspected businesses

5. Fair Distribution

- Algorithm considers all users
- Boost new users
- Geographic balance in recommendations
- Variety in categories
- Support underrepresented groups

SUMMARY

We recognize that building a platform connecting community members involves significant ethical responsibilities. Our approach prioritizes:

1. User Safety: Through verification, ratings, guidelines
2. Privacy: Through minimal data collection, security, transparency
3. Fairness: Through accessibility, equal opportunity, anti-exploitation
4. Trust: Through transparency, community moderation, clear policies
5. Legal Compliance: Through proper Terms, data protection, liability clarity

We commit to:

- Continuous monitoring of ethical concerns
- Regular policy updates as issues arise
- Listening to user feedback
- Prioritizing safety over growth
- Being transparent about limitations

As we develop the platform, we will:

- Test with diverse users
- Consult accessibility experts
- Review security regularly
- Update policies as needed
- Learn from similar platforms' mistakes

Ethical considerations will guide every design decision throughout this project.

□ Section 6: Meeting Records

Template for Each Meeting:

6. MEETING RECORDS

MEETING 1

Date: [Date]

Time: [Start - End]

Location: [In-person location / Online - Zoom/Discord]

Duration: [e.g., 45 minutes]

Attendees:

✓ [Name 1]

✓ [Name 2]

✓ [Name 3]

✗ [Name 4] - Apologies given

Agenda:

1. Introductions and getting to know each other
2. Review project brief together
3. Discuss project idea and requirements
4. Assign initial roles
5. Set up communication channels
6. Schedule regular meeting times

Discussion Summary:

Introductions:

- [Name 1]: Backend experience, comfortable with databases
- [Name 2]: Frontend focus, good with CSS
- [Name 3]: Some full-stack, interested in DevOps
- [Name 4]: [Absent - will catch up via notes]

Project Discussion:

- Team agreed community skills sharing aligns well with theme
- Discussed similar platforms (Freecycle, Olio, Facebook Marketplace)
- Identified key differentiator: community focus, not commercial
- Agreed on core features: skills + items, trust-based

Key Decisions:

- ✓ Project confirmed: Community Skills & Item Sharing Platform
- ✓ Roles assigned:
 - * [Name 1]: Backend Lead
 - * [Name 2]: Frontend Lead
 - * [Name 3]: DevOps Lead
 - * [Name 4]: Project Manager (to confirm)
- ✓ Communication: Discord channel created
- ✓ Meetings: Every [Day] at [Time]

Action Items:

- [] [Name 1]: Set up GitHub repository by [Date]
- [] [Name 2]: Research similar platforms and UI ideas by [Date]
- [] [Name 3]: Set up Docker environment guide by [Date]
- [] ALL: Make first commit to GitHub by [Date]
- [] ALL: Review module brief and note questions by [Date]

Next Meeting: [Date/Time]

Agenda for Next Meeting:

- Validate project idea with module team
- Start Code of Conduct
- Begin personas

MEETING 2

Date: [Date]

Time: [Start - End]

Location: [Location]

Duration: [Duration]

Attendees:

✅ [All members]

Agenda:

1. Review action items from Meeting 1
2. GitHub setup verification
3. Draft Code of Conduct
4. Begin persona development
5. Discuss ethical issues

Discussion Summary:

Action Items Review:

- ✅ GitHub repository created and all members added
- ✅ Everyone made first commit successfully
- ✅ UI research shared - looked at Olio, Freecycle, Nextdoor
- ✅ Docker guide drafted

GitHub Setup:

- All team members successfully cloned repo
- Tested committing and pushing
- Discussed branch strategy (main protected, feature branches)
- Agreed on commit message format

Code of Conduct:

- Discussed important points for team working

- Agreed on response times (24 hours)
- Set expectations for code quality
- Discussed conflict resolution process
- DRAFT completed, will finalize next meeting

Personas:

- Decided on 3 personas:
 1. Sarah the Student - main target user
 2. David the Retired Handyman - skill-sharing focus
 3. Maya the Working Parent - item-sharing focus
- [Name 2] volunteered to write Sarah
- [Name 1] volunteered to write David
- [Name 3] volunteered to write Maya

Ethical Issues:

- Brainstormed potential issues:
 - * Privacy and data protection
 - * Safety when meeting strangers
 - * Accessibility concerns
 - * Liability for damaged items
- Agreed to research mitigations before next meeting

Key Decisions:

- ☒ Code of Conduct 90% complete
- ☒ 3 personas assigned
- ☒ Ethical issues identified

Action Items:

- [] [Name 2]: Complete Sarah persona by [Date]
- [] [Name 1]: Complete David persona by [Date]
- [] [Name 3]: Complete Maya persona by [Date]
- [] ALL: Research ethical mitigations by [Date]
- [] [Name 4]: Finalize Code of Conduct by [Date]
- [] [Name 1]: Write project description by [Date]

Next Meeting: [Date/Time]

MEETING 3

[Continue same format]

Document at least 3-4 meetings for Sprint 1

PHASE 4: Final Review & Submission (Week 4)

☐ Complete All Documentation

Checklist before submission:

- ☐ All sections completed
- ☐ Spell-checked and proofread
- ☐ Proper formatting (headings, spacing)
- ☐ Page numbers added
- ☐ Table of contents updated
- ☐ Team member names on every page
- ☐ File named correctly: `Sprint1_[GroupName]_[Date].pdf`

☐ GitHub Verification

Check that:

- ☐ At least 1 commit from every team member
- ☐ README.md customized
- ☐ GitHub Project board created
- ☐ Backlog populated with user stories
- ☐ Repository properly structured

☐ Docker Verification

Every team member confirms:

- ☐ Can run `docker-compose up`
- ☐ Application loads at localhost:3000
- ☐ Database connection works
- ☐ Can see scaffolding pages

☐ Code Review Preparation

Before your Week 4 lab meeting:

- ☐ PDF uploaded to Moodle
- ☐ Laptop ready with project running
- ☐ All team members present (or have excuse)
- ☐ Can demonstrate Docker working
- ☐ Can show GitHub commits

What to expect in code review:

- Lecturer will ask about your project
- May ask to see GitHub repository
- May ask to see Docker running

- May ask about roles and contribution
- Will give feedback for Sprint 2

☐ **Submit to Moodle**

Submission checklist:

- ☐ Single PDF file
 - ☐ File size reasonable (<10MB)
 - ☐ Submitted before deadline
 - ☐ Confirmation email received
-

 **DISTINCTION-LEVEL SPRINT 1**

What Makes Sprint 1 Excellent?

Documentation Quality:

- ☒ Professional formatting
- ☒ No spelling/grammar errors
- ☒ Clear, detailed writing
- ☒ Evidence of research
- ☒ Thoughtful analysis

Personas:

- ☒ Realistic and detailed
- ☒ Based on research (cite sources)
- ☒ Show understanding of target users
- ☒ Include specific examples
- ☒ Directly inform design decisions

Ethical Analysis:

- ☒ Identifies real risks
- ☒ Shows understanding of GDPR, safety, accessibility
- ☒ Practical, feasible mitigations
- ☒ Demonstrates critical thinking
- ☒ References real-world examples

Project Description:

- ☒ Clear problem statement
- ☒ Well-defined solution
- ☒ Realistic scope
- ☒ Strong alignment with theme
- ☒ Feasible within time constraints

Team Organization:

- ☒ Everyone contributes equally
- ☒ Regular communication
- ☒ Professional Code of Conduct
- ☒ Evidence of planning
- ☒ Meeting records complete

Technical Setup:

- ☒ GitHub repo well-organized
 - ☒ All members can commit
 - ☒ Docker working for everyone
 - ☒ Professional README
 - ☒ Good Git practices from start
-

COMMON MISTAKES TO AVOID

Documentation Mistakes:

- ✗ Last-minute rush job (obvious to markers)
- ✗ Generic personas (could apply to anyone)
- ✗ Surface-level ethical analysis
- ✗ Copy-pasted content
- ✗ No evidence of team collaboration

Technical Mistakes:

- ✗ Only one person set up GitHub
- ✗ Haven't tested Docker
- ✗ No actual commits from some members
- ✗ Disorganized repository
- ✗ Missing README

Team Mistakes:

- ✗ Unequal contribution already visible
 - ✗ Poor communication patterns
 - ✗ No clear roles
 - ✗ Vague Code of Conduct
 - ✗ Incomplete meeting records
-

PRO TIPS

Time Management:

- Start Week 1, not Week 3
- Spread work across team
- Regular check-ins
- Buffer time for unexpected issues

Documentation:

- Write as you go, don't leave for end
- Get peer reviews from team
- Use spell-check and grammar tools
- Read examples of good personas online

Collaboration:

- Over-communicate initially
- Set expectations early
- Be honest about skills/availability
- Help struggling team members

Quality:

- Aim higher than minimum
 - Show you care about the work
 - Evidence research and thought
 - Demonstrate professionalism
-



HELPFUL RESOURCES

Personas:

- Nielsen Norman Group: How to Create Personas
- UX Booth: Creating Personas
- Interaction Design Foundation: Personas

Ethical Issues:

- ICO: Data Protection Guidelines
- W3C: Web Accessibility Guidelines
- British Computer Society: Code of Conduct

Git/GitHub:

- GitHub Guides: Hello World
- Git Documentation: Getting Started
- Atlassian Git Tutorials

Docker:

- Docker Get Started Guide
- Docker Compose Documentation
- Module-provided scaffolding notes



FINAL CHECKLIST

Sprint 1 is DONE when:

- ☐ PDF document complete and polished
- ☐ All team members have committed to GitHub
- ☐ Docker working for everyone
- ☐ Kanban board set up
- ☐ Code of Conduct signed
- ☐ 2-3 detailed personas completed
- ☐ Ethical issues thoroughly analyzed
- ☐ Project description clear and compelling
- ☐ Meeting records documented
- ☐ Submitted to Moodle before deadline
- ☐ Code review meeting attended

You've got this! Sprint 1 is all about foundation - get it right and the rest follows smoothly. 🚀

Good luck! 💪