* Charter (include in your charter the following)
  + **Project Name**: Mosque Reporting System
  + **Project Abstract** - one paragraph, high-level description of the overall project

The Mosque Reporting System Project is going to be the creation of a website that acts a central hub for the reporting department of the Lajna at Al-Nur mosque. The purpose of this project is to make a centralized place that is a one-stop shop. Our goal is to integrate different features like the monthly report, attendance records, a calendar, reminders and notes. We aim to reduce the confusion of different platforms and make one place for everyone to access. The website will prompt the user to login and authenticate the user through server-side validation. Accounts will be premade, but a user can send a request to create an account for the president to approve if they would like to create one. Once they are logged into the website, they will be able to view all the up-to-date mosque information. They can see reminders about upcoming events or donations, see the dates of meetings on the calendar, leave comments or suggestions, or complete the monthly via the form in the webpage. If a department head signs into the website, they will be able to see everything the normal user can, as well as the report responses from each member, so they can compile it into one large form. When the president logs in, they will see everything like the department head, and have access to each persons individuals accounts as well.

* + - **Project Purpose – what needs does the project meet?**

Our goal is to integrate different features like the monthly report, attendance records, and a calendar of dates and reminders. We aim to reduce the confusion of different platforms and make one place for everyone to access, the general members, department heads, and president.

* + - **Stakeholders – who will the project help?**

The stakeholder for this project is going to be the all the members of the Mosque since they are the ones who will be using it and effected by the website. The layers of this project include the general membership, the department heads, president, and lastly the admin/maintenance, which is us, the ‘Web Wizards’ as of now who will take care of the webpage maintenance and fix the bugs and errors.

* + - **User Stories and Critical Success Factor(s) – how/when will you know your goal is met?**

We will know our goal is met once we have created a website that incorporates all the features mentioned above, the report, attendance records, and calendar. ≥80% of monthly reports should be submitted via the system within 3 months of go-live, the admin prep time for monthly report should be reduced by ≥50%, and ≥70% of members log in at least once per quarter.

* + **Gate 1 (MVP Core):** Auth/RBAC + Attendance CRUD + Report ingest from Google Sheet + Calendar read.

We will start by creating the website foundation which includes role base access control to distinguish between the president, admin, and members. There will be CRUD (create, read, update, and delete) attendance records, calendar integrated, and reports. This level of the website will allow basic functions.

* + **Gate 2 (Reporting & Docs):** Aggregated reports with CSV/PDF export + Document repository.

This gate will enhance the website flow. It will create a document repository and make the system better for record-keeping.

* + **Gate 3 (Comms & Hardening):** Announcements (email + in-app), audit logs, backups, admin guide.

This final gate works on the communication aspect, working out the announcements. It will contain how we back up the records and how the admin will manage it. We will work on security and making it reliable.

* + **Anticipated Completion:** We are looking to complete this project in the Spring, by the end of our Senior Capstone II class.
  + **Approved Budgets:**

We are currently not planning to spend any money on this project, making the budget at the moment $0.

As for hosting the project, we will be looking for the University VM to do so as of now. We may ask see if the mosque sponsoring the project is something possible in the future, but as of now it is not. The mosque is a non-profit organization so all the members work on a volunteer basis, and so I’m not sure if the mosque could manage spending money to sponsor the hosting, which is why we are going to go through PennWest’s VM.

* + **Project Team – each with a role and responsibilities**

**Zoha**- Project Lead: organizing assignments, delegating tasks; HTML Developer – working on the HTML/CSS side of the website, creating the designs and integrating the features

**Shannon**- PHP Developer– working on the PHP and SQL side of the website, creating the database storing the information

**JJ**- JS Developer: working on JS side of the website, ensuring everything works smoothly

**Kah Guan** - JS Developer: working on JS side of the website, ensuring everything works smoothly

* + **Sign off of stakeholders:** There will be bi-weekly sponsor review; product decisions by Sponsor; technical decisions by Project Lead; change control documented in /docs/CHANGELOG.md.

The president, Farzana Choudhry, has approved the completion of this project.

**Signature:** Farzana Choudhry