* Charter (include in your charter the following)
  + **Project Name**: Mosque Reporting System
  + **Project Abstract** - one paragraph, high-level description of the overall project
    - **Project Purpose – what needs does the project meet?**
    - **Stakeholders – who will the project help?**
    - **User Stories and Critical Success Factor(s) – how/when will you know your goal is met?**

The Mosque Reporting System Project is going to be the creation of a website that acts a central hub for the reporting department to access. 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, and a calendar of dates and reminders. The stakeholder for this project is going to be the all the members of the Mosque and it will be a great resource for everyone. The website will prompt the user to login and authenticate the user through server-side validation.

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.
* Hosting plan:
  + “Single-region university VM or departmental Linux host;? Or will the mosque sponsor the hosting?”

If the hosting involves money being spent, it would be best if the university virtual machine can sponsor the hosting. 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.

* + **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**- HTML Developer – working on the HTML/CSS side of the website, creating the designs and integrating the features  
**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