

## 6th Meeting 13th March

### **1. Name of the group**

As soon as there is an IT issue, it's now sent to us. Maybe it's good to see the problems that people encounter with the current system, but we shouldn't end up being in charge of all small IT problems, including wiki-related problems, etc.

We have gotten control of [it@kbhff.dk](mailto:it@kbhff.dk), so it might be confusing.

How to clarify our missions? How to clarify what is relevant for the communication and what is relevant for communication? We'll just send back messages that are clearly not for us to deal with.

Action: Sarah keeps taking care of this email box. She's welcome to share the login details if needed.

### **2. Actions from last time**

- Snerle from Vesterbro and distributionsgruppe will recruit new people for a wiki-specific working group.

Action: Julie will write to her to give a hand if needed. We need to hurry and make sure they take the responsibility.

- Data protection: we haven't answered all questions but will discuss in a later point.
- Gavin is happy to have a look at things we would like him to have a look at.
- The communication group posted about the støttepose but should now update the website everywhere it's relevant.
- Everyone is happy with the støttepose so far. Let's keep an eye on it.
- Are we "laundrying" money? – Maria checked the rules and we are good.
- Pre-phase: Martin finally received the source codes, the live version and a cleaner version. He's encountered problems running it. He needs more time to look what's wrong.

### **3. Recap of mapping and next steps of current platform**

We'll take it in details next time.

### **4. Personal data law**

"Data ansvarlig" – it can be an institution so KBHFF will be responsible.

Samtykke – permissions: the official guidelines provide a checklist of points to address and how to formulate the questions. Roland will share the pdf on slack.

We still don't know HOW we should save the permissions. Just yes/no? The date? The IP? How do we track that the member actually answered? To avoid the doubt that Martin or someone else that had access to the database could have given the permissions.

Since all members the volunteer have access to personal data, it's tricky to manage the permissions. It's another point to deal with. It's easy for employees but tricky for volunteers.

Sarah made a list of the data that we will be storing in the future / are storing right now so that we double check how to deal with each of them.

Action: Sarah, Alex and Roland will collect their info into one document.

### **5. Open source license**

The board is still considering the open source license. Let's wait a little.

## **6. New members**

Do we want to recruit more people? How much time do we want to spend explaining the project again from scratch?

There was one IT developer writing in January that we can invite again.

Martin will have a meeting with Gavin to explain the background.

How do we integrate new people? At least have 10 min on the phone to explain the background. Or ask them to come 30 min before.

**We are still very interested in more people!!!**

Action: Julie will post the doodle link on the facebook event comments in-between each meeting since some people complain they cannot join.

## **7. Roles in our group**

Sarah would like to share the responsibilities. Martin also feels a lot of responsibilities but is optimistic.

We will make sure to divide the responsibilities better.

## **8. Field trip**

A list of questions to kassemasters, infovagt people, etc. will be created on slack. The 21<sup>st</sup> of March people will be sent out in groups of 2-3 in the departments to ask these questions and get feedback from members. Tomorrow the plan will be more detailed.

Action (Sarah and others from the course): send an email to the departments to "warn" them.

## **9. Feed-in from working groups**

We have to anticipate a lot to get feedback from indkøb/distributionsgruppe, etc. Let's take it in details next time.

## **10. Server**

It was not on the budget. Torsten was dealing with that. Around 300kr/month.

Sarah will ask Karina on Thursday if we can get the credit card to take over the server subscription. Did Torsten used to send the bills to Karina? There is a server that is paid for but not used apparently..

Action: Sarah will investigate.

## **11. AGM proposals**

The proposals have to be sent latest the 7<sup>th</sup> of April. Do we have specific proposals? Let's take it in details next time.

Action (all): think about it before next meeting.

Coordination meeting (Julie): Official IT maintenance group will need to be created after we are done with the development.

## **12. Next meeting: Julie sends a doodle and arranges food.**