KBHFF IT Development Working Group.
Meeting on 15th May 2018, 18.00 – 21.00 at think.dk
Present: Alexander, Martin, Sarah, Roland.
Minutes taken by: Sarah

1. *Discussion on the next phases: What is the best way forward?*

Last meeting we agreed to change strategy and not to run the new and old systems in parallel. But we have not agreed yet how the development should continue and whether we need to rush to deliver a basic version of the new site or whether we can spend longer to develop a more fully functional new system.

Discussion:
We cannot avoid parallel running completely, unless we take over the encryption from the old system, so that we can transfer and "read" members' old passwords. The parallel running allows us to verify the old passwords in the system and then transfer them to the new system, once a member logs into the new system for the first time. We will then need to run parallel for 6 months or so. After that, users will have to create a new password if they haven't yet logged in to the new system. The alternative (to avoid running in parallel) is that all users will need to create a new password when they log in to the new system. But it will take some development days to make this possible.

DECISION: We have agreed that we will run the login in parallel with the old system, but everything else will be the new system.

Discussion around next phases:
We are halfway through phase 2. Roland has made a [spreadsheet](#) outlining options for the next phases.
The original business plan was aiming high in terms of improving particularly the buying/distribution processes, but this will require a lot of UI to make sure that all the work flows are sensible improvements to the current systems. As such, the current processes work fairly well, using google sheets. The suggestion is that we drop this for now and focus on creating a system for 200,000 kroner, which will do what the current system can, possibly minus functions like registering when bags have been delivered, though with a more flexible webshop, allowing subscriptions and new products. Also, we will have the possibility for new members to sign themselves up, and all members to remove themselves, i.e. be in compliance with the new personal data law.

So this proposal is similar to the "bare bones" system that we discussed at the last meeting.
We discussed whether the kontingent payment should be in phase 3 or not. We think it needs to be in phase 3. Also the possibility for members to sign themselves up is moved to phase 3.

However, this updated and slightly extended phase 3 will cost more than 60,000 kroner, so we need to still reduce it some. We will need to do this at a later meeting, likely once phase 2 is completed.

As a side note: a few tasks under Phase 2 have been delegated to course members. This takes some time as they have to be introduced to the tasks, but in the long run this will likely be cheaper. Mads is also working (for free) on UX for the shop.

Discussion around users, accounts and memberships:
The latest proposal on how to deal with users, accounts and membership issues is to have a single membership, with user accounts associated with the membership, which are all independent of each

other (i.e. they can sign themselves up for emails and will log in with their own password). Card details will be saved on a user basis and only that user can purchase things with that card.
But when we launch the new system, it makes sense to launch with just one user account per membership.

Discussion around webshop and credits:
There will need to be some flexibility around orders, as users should be able to amend their orders, e.g. cancel a bag from the subscription, and buyers also need to be able to amend orders if the farmers don't have the right vegetables. The credit system would mean we would not need to return money back and forth, but could keep track of it in the system. See more in Roland's document.
But, there are probably a lot of judicial issues to consider. I.e. we would be like a bank. Would we need to limit the credits that a member can have? Would there be a difference if we cancel an order or if the member does?
We need to consider this further, alongside the UX of the shop, which Mads is already working on.

ACTION: Roland looks into the judicial issues around credits. We may ask Uffe for input.

We also need to consider UX for the buyers who are setting up products in the shop.
When should we discuss this? Do we write technical specifications? We will have a work day to look at back-end stuff, without Martin.

ACTION: Roland sets up a doodle for a working day.
ACTION: Roland comes up with an agenda for the day and gets input from Martin as to what is reasonable to discuss in a working day.
ACTION: Sarah finds list of people in indkøbsgruppen who were interested in providing input, and sends to Roland.

ACTION: Sarah asks Mads to provide a UX update for next meeting
ACTION: Sarah puts design powerpoint from Mads on Slack.

2. *Actions from last time*

Action: Karen is making a google sheet about the budget of IT phases – expectations and reality.	Done
Action: Julie is making a spreadsheet about people interested in helping on punctual tasks.	?
Action: Sarah will let Uffe know our deadline and send the draft of the personal data T&Cs to the board.	Done. It has been approved by the board.
Action: License: Both files will be uploaded in the kbhff repository on GitHub by Martin.	Done. Repository has been published on github with the license.
Action: Sarah will contact 2 other people from kommunicationsgruppe to ask about the potential license.	**ACTION for next meeting**
Action: Alex contacts Sophie who was looking for the closest	Done.

font possible that would be free, if not AlteDin.	
Action: Martin and Sarah will change the font and see whether the class members will notice.	**ACTION for next meeting**
Action: Sarah will send the photoshop logo file to Martin to change it, if possible.	Done.
Action: Sarah will contact the kommunicationsgruppe to change the logo and font in the current wordpress website.	**ACTION for next meeting**
Action: Roland to contact Kualo for hosting.	Done
We still need info from Karina. (payment portal fees)	**ACTION: Sarah to chase**
Action: Sarah and others will ask older members what they think of Dankort	Done. No one thinks it is necessary to accept simple Dankort.
Action: before we move the members' data to the new system where no aliases are possible (after phase 2 is completed), we'll send an email to the 75+ accounts having aliases to let them know that the alias will not receive emails until we figure what to do with these. Martin says he can send the email from mailgun account displaying it@kbhff.dk as sender but needs someone to write the content. Julie will write a draft and Alex and Sarah will translate in Danish.	**Action for next meeting**
Action: Julie will get a second look to the presentation to see whether other stuff should be discussed.	Done
Action: Sarah and Julie will coordinate to have a look before the 4th of May.	**Action for the workday**
Action: Julie will click around as she knows the system and report anything weird.	Done
Julie creates facebook event and updates wiki	Done

Follow up from actions above

ACTION: Everyone look at the kbhff_dk github repository, if you have time. In particular, check the information in the read_me file.

DECISION: We will use the free AlteDIN font. The logo will not be updated, as the font is not so clearly visible in the logo and we don't have the correct photoshop files.

DECISION: We can accept a payment gateway that only has VISA/Dankort, not simple Dankort.

New payment gateway: we will likely go with Stripe, which Martin knows. It is easy and quick to get going with. The costs are available [here](#).

ACTION: Everyone. if anyone knows of something cheaper, then post on Slack.

3. Hosting platform

<u>**DECISION: We will go with Kualo.**</u>

Roland has set up an account. We need to buy the unmanaged small hosting solution. We can then run the Wordpress site, member system and possibly a small version of a wiki on it. There may be some questions that we need to answer that we are not sure how to do yet though. Roland will try to set it up.

ACTION: Roland sets up our hosting and arranges payment with Karina.

4. Kontingent renewal

This has been done. The price was initially 100 kr for a few hours. Only 2 people bought at this price. The price is now correct at 200 kr.

5. Wiki

Alex/Roland have looked into options for a new wiki. There is a free opensource option that is called Mediawiki and this is the one that Wikipedia uses. Questions: can text be formatted? What about users? Do people need to set up users to be able to make edits?
We can add a password protection, very basic one, where there is only one password and username, but otherwise we can't add anything that is not already part of the wiki.
Will another wiki be a temporary solution only till we (possibly) have a big system that allows us to run things on our own? Yes, possibly, but probably still worth it to do this, as we need a solution by September.

ACTION: Roland will look at setting up the wiki on the new server (will need to be php).

6. Feedback on the sign up page

Martin has created a new version of the form based on the feedback from the working group.

<u>**DECISION**</u>**: This design has been approved. Thanks, Martin!**

Martin has also worked on a login page and a separate next page for the terms and conditions. And has tested the system and that it only asks for the checkbox to be completed once. This looks great!

7. Fundraising

We need to fundraise. It should not be so difficult to get money. But we also need to still plan to develop for 200,000 kroner.
Østergro recently got 325,000 kr. for a new commercial venture. A consultant got money to write the application.
ACTION: Martin checks whether this was no win / no fee situation with the consultant.

We should seriously look at whether we can find the time to write funding applications. We could then seek money both for further development of KBHFF beyond what the 200,000 can do, and also the national platform. However, this should be part of IT 2 working group, not IT 1.

ACTION: Sarah writes to communications group about a facebook post to see whether we can find members who have experience with funding applications.
ACTION: Sarah brings to the coordination meeting to see whether someone knows a member or members who might be interested in joining forces.

Ideas: Maybe contact Andelsgårde? Or the old Eggplant group to see whether they can add names to an application. But probably wait till we have some kind of concept ready for them to sign up to.

8. *Next meeting: doodle and food*

ACTION: Alexander makes a doodle from 21st May to 3rd June. Alexander checks think calendar first. We figure out food when we have a date.

9. *Any Other Business*

Should we update the handelsbetingelser?

ACTION: Sarah/Roland send this to the board to deal with.

ACTION: Sarah upload final samtykke document to Slack / Drive.