

Minutes – KBHFF IT steering group meeting #16

Date: 7th August 2018

Present: Karen, Julie, Martin, Sarah, Alexander

1. Steering group membership

Juliana has left the steering group, due to lack of time and other commitments to her local KBHFF department.

We acknowledge that it is hard to join our group due to the commitment required and, to some degree, the knowledge on the association. It is a steep learning curve and requires more from volunteers than most other aspects of KBHFF.

We also assume that Marty is no longer part of the group.

Current members are those present at the meeting today.

ACTION: Sarah to follow up with Maria about getting back involved.

ACTION: Karen to send a reply to Juliana.

2. Status of development - 5 min: who, what, how

Development group:

- Alf: is working on exercises to get ready to do development tasks
- Peter and Søren are now employed by think/parentnode. They are also working on other tasks, so KBHFF has not been a priority for the last week.
 - Søren: has been working on the department model.
 - Peter: has been working on the grid system CSS for Min Side.
- Elisabeth: has been working over the summer on system emails (password reset) and also the Accept terms page. Is working full time for the time being, so limited on time.
- Mads: still interested in doing UX for KBHFF and taking on tasks, but may not come to all development days (Tues and Fri).
- Martin: has worked on supporting the others in their tasks. Also looking at back-up for the server, as Kualo doesn't offer this. Options include backing up on google drive. Consider this for phase 3. Martin adds a card to Trello.

The development group will continue to meet most Tuesdays and Fridays during August (see final point on the agenda)

3. Since the last meeting:

a. Communication group

Julie met Louise from the communication group yesterday (6th Aug).

Font: Julie sent the font to Mia, who discovered that there was no “å” in the font. Alf has created the “å” and Sarah sent the font back to the communication group today and specified that this font change is just for the headings.

Emails: The communication group agreed that **system emails** should be mandatory (no option to opt-out). The mailing list for these should be one department or all departments. The comms group would also like a **general newsletter**, of which it should be possible to opt-out. Are currently using Mailchimp, which is very user-friendly. Have the format done already. Would like to know if it is possible to sync between the newsletter (mailchimp) and our database. Do not have many people on the mailchimp newsletter list so far, as it only started in January this year. And it's confusing with the old member system where the checkbox for the newsletter is something different and independant...

Also discussed a department-specific **newsletter**. The concern is that if all emails from the department are considered **system emails**, some members will feel spammed by their department (they cannot opt-out of system emails), and therefore the comms group would like members to be able to opt-out.

Discussion:

- The reason why the steering group had recommended **no newsletter option for departments** is to avoid butiksgupper having to choose between a system email and a newsletter and also to avoid butiksgupper deciding anyway to send a system email even if it is not actually one, in order to get the message out to as many members as possible. We could give good guidance to butiksgupper re: system email vs newsletter, but will they follow it?
- Current newsletter recipients also include non-members, e.g. farmers. The communication group can maintain a separate list of these if it is not possible to have non-members in Janitor.
- Also, it is useful for the newsletter to be available on the website or to be shared on social media, etc. Could this be possible in Janitor?
- Formatting is possible in Janitor - but will need to be done by developers. So probably not as responsive to work in Janitor compared to Mailchimp. But should be able to do as much formatting (more or less) in Janitor as in Mailchimp.
- Syncing between Mailchimp and Janitor will likely be problematic - and is an unknown entity. Practically it makes more sense not to integrate with Mailchimp. But we can choose to do this.
- In terms of non-members signing up to receive newsletters, this is possible in Janitor but is not a possible to build the UX and interface for this. **DECISION: we will not build this functionality (yet).**
- If we want to link to a Janitor newsletter, we will need to build an anonymous version of the newsletter, as it will contain variables. **DECISION: we can build this later if we have the resources.**

DECISION: we will use Janitor for both system emails and newsletter.

To do: we will need to link a developer with the communication group once we have a few more of the system emails done, in order to work on formatting for the newsletter.

DECISION: All massemail emails will be system emails. We will add a box to the massemail page to warn butiksgupper not to spam. And we will add a footer that members can contact it@ if they are upset at the number of emails. The newsletter for departments will be added to the nice-to-have.

ACTION: Julie to update the Trello card re: massemail.

ACTION: Julie to start list of things that would be nice to build at some point if we have time - on a Trello card. Julie to go through the feedback from the fieldtrip to add to the card (Airtable).

b. Wiki + installation on server

Roland is no longer involved in the wiki set up. Renata (previous member of the communication group at Østerbro) will install the wiki on the server at the weekend. Renata needs the log in.

Julie added Renata to both #it-wg-general and #it-wg-wiki-fate on Slack.

ACTION: Sarah and Alexander to coordinate on sending the password for the safe to Renata via Skype/phone. Alexander to share the development and deployment guide for how to access the safe.

c. Fundraising

Joanna from Nørrebro wants to help with fundraising by giving feedback and advice (not writing). The fundraising group is filling in a sheet about grants to seek. We will need to start defining what we want to seek money for.

Anyone is welcome to write to Julie to join forces. Julie.courraud at gmail.com

d. KBHFF safe

There is safe set up, with instructions for how to access in the development and deployment guide. This contains all developer related passwords. The access password for the safe should be given face to face whenever possible and very strictly on a need to know basis only!

Currently, Sarah, Martin (and soon Alexander and Renata) have the password.

e. Server login set up

Login and password has been set up by Martin. Thanks!

4. TRELLO: go through cards - clarifications, P2, technical review, steering group review

We have gone through the cards and have assigned tasks and answered clarifying questions directly in Trello.

ACTION: everyone should keep an eye on Trello and follow-up on their tasks there.

5. Next steps: Testing (kbhff.local vs pre-launch.kbhff.dk), end of P2, development group mtgs

To be discussed at the next meeting.

But Karen and Alexander and Sarah will meet on Tues and Fri with developers throughout August. (Sarah is not available Fri 17th and Tues 21st). Fri 10th will not be at think, but to be discussed on slack where it will be.

Tuesday 14th meeting during the day @ think.

Friday 17th meeting during the day @ think.

Tuesday 21st during the day @ think.

Friday 24th during the day @ think - PARTY and celebration of the end of Phase 2!

ACTION: Sarah to add to development channel on slack.

6. Next meeting

Tuesday 21st August, 5.30 pm @ think.

ACTION: Julie to make a doodle for the meeting after next i.e. in early September.

Done: <https://doodle.com/poll/mwrgc76rebq56s8u>