

Minutes IT Steering group meeting 21-08-2018

Present: Karen, Martin, Julie, Alexander

1. Actions passed on from last time.

ACTION: Karen to send a reply to Juliana.

ACTION: Julie to go through the feedback from the fieldtrip to add to the card (Airtable).

2. Recipes

ACTION: Julie Put to Trello card, nice to have. Recipes within membership system with connecting keywords to webshop.

3. Phase 2 status

- Should we have a cancellation confirmation mail? Yes.
- Julie and Martin will organize a meeting to look at administration rights and site hierarchy (4 hours - both technical and user approaches - will help design packages for fundraising).
- Mapping and synchronisation of old users is ready - it will be implemented in phase 3 when order history needs to be synchronised as well.
- Emails. Elisabeth has made an email layout - Mads needs to comment the latest version.
- We discussed the need of storing order history of cancelled memberships and were not sure of our need would be for this. However Sarah, who made the card should be heard before we make a decision.
- Major elements and functions which need to be finished are "My page" and the "Delete user function." This is estimated to take 1-2 days work for the developer group.

4. Phase 3:

- The steering group needs to revisit the phase three outline before Martin goes through it to estimate feasibility.
- Making a backup script for the server needs to be added the outline of phase 3 as Kualo do not provide a backup service.

5. Wiki status: Renata initially agreed to set up the wiki. Alexander is awaiting reply as to when she can have it done by.

ACTION: Alexander will get in contact her to ask whether she expects it to be set up by Monday, August 27, which is the coordination meeting.

6. Party to mark ph.2 finish - We meet at Karen's place on Amagerbro. Party starts at 17.00. People from the steering group will meet up before to go through phase two and the outline of phase 3.

7. Next meeting. Julie has put up a doodle on slack. **The chosen date is Tuesday 4th Sept 17.30-20.30 at Think.dk**