17.6 IT WG Meeting Notes

Overview

Agenda
0. Introductions
1. Where we are on Phase 2
2. Discuss Update to the Board
3. Wiki Board
4. Fundraising
5. Talk about next meeting time and possible meeting items

Decisions made during meeting
Karen assigned role of project manager
Sarah & Alexander will be approving tasks and making decisions on development days
Order editing will be remain in Phase 3.

Actions defined during meeting
Julie
- talk to Martin about order history requirements for website

Karen
- review Phase 2 tasks and make sure they're up to date
- Draft process update for Board

Sarah
- Draft timeline update for Board
- Rally up previous action points

Alexander
- Send Wiki Group Update to Board

Juliana
- will read spreadsheet with details on items added
- Update Wiki page with meeting minutes
  - 15 May, 17 June

Everyone
- review updates to Trello
- be available on Wednesday to provide comments so update can be sent to Board on Thursday

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Detailed Notes

1. **Where we are so far on Phase 2**
- **Course Completion**

- ○ Course is done on Tuesday, people ready to fully participate in development
  - ○ Plan is for developers to meet on Tuesdays and Fridays to develop and work together, 10.00-15.00
  - ○ Peter is ready to begin develop role 2
- **Develop & Deployment Guide**
  - ○ Development and Deployment Guide prepared to facilitate new member participation
- **Trello**
  - ○ Trello has been created based on descriptions of phased descriptions
  - ○ Trello will be linked to UX specifics to better guide developers
  - ○ Trello approval system in place: items that need approval from Martin, items that need decision from steering group.
- **Currently in Phase 2**
  - ○ Tasks in progress
    - ■ Personal data
    - ■ Password
    - ■ Deleting old user
    - ■ Updating old member data
    - ■
  - ○ Testing of specific features has begun
    - ■ We still need link to test environment to share with others
    - ■ Internal testing at this stage
    - ■ Feature-by-feature testing
  - ○ Mock-up work has begun
  - ○ Discussing process for order history

- **In the process of defining Phase 3**
  - ○ Currently working on phased description and budget
  - ○ Peter has already begun working on New User Sign Up

==Actions:==
Julie will talk to Martin about requirements for providing access to order history
Karen will review items in Phase 2
Everyone: review Trello tasks

2. **Discuss Update to the Board**
- Should we provide timeline to the board before they've requested it?
  - ○ Sarah proposes:
    - ■ Alex and Sarah to explain to board about current timeline
    - ■ Don't mention October 1 timeline
- Karen proposal:
    - ■ Make it clear that it is not the responsibility of any particular group to save KBHFF - doesn't fall entirely on IT group

Sarah: Draft update about timeline
Karen: Draft update about process
Everyone: be available on Wednesday to provide comments so update can be sent to Board on Thursday

3. Wiki Update
- ○ Action item: send update to Board about TikiWiki etc.

4. Fundraising
- ○ Julie requesting support for fundraising operations
- ○ Sarah will bring it to the board
- ○ Communications group can help
- ○ Ditte and Dorte eager to help

5. Next meeting
- ○ Sunday, June 24th - 1 hour-1 hour and half