

IT Steering group meeting 04-09-2018

Agenda:

1. Actions passed on from last time.
2. More footnotes (if yes, how?)
3. Wiki status
4. Update on discussion within distributionsgruppe and Julie's reply to Jonathan - Need of FAQ?
5. Feedback to developers and approval from steering group: level of detail?
6. Invoice from Torsten
7. Phases - end of 2 and start of 3?

Minutes

Present:

1. Actions passed on from last time.

- **ACTION: Julie to go through the feedback from the fieldtrip to add to the card (Airtable).**
- 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).
== **Friday the 14th 17.00** Julie arranges food

2. More footnotes (if yes, how?)

Only Mads has access to the footnotes edition. It would be useful to be able to add more footnotes because we need to document the prototype better and avoid scope creep.

We created a specific Trello card to list the footnotes missing on the prototype. Please link each footnote to the specific prototype page using the specific link.

ACTION: All have a look at the prototype and complete the Trello card if needed. Julie and Martin will go through it during the meeting on 14th sept.

3. Wiki status

Roland and Alex met and installed a new wiki! Youpeeee!

On a new server that costs 700kr/year because it was too complicated to install it on the website's server.

<http://kbhffwiki.org/tiki-index.php>

Alex is writing a manuel to send out to the butiksgupper and central groups so that they edit their parts.

It seems very editable, so maybe vulnerable. We have to double check this before spreading the URL around.

We could use wiki.kbhff.dk as subdomain to avoid paying for the kbhffwiki.org domain.

ACTION: Alex investigates the domain question with Martin.

ACTION: Alex writes the manuel.

4. Update on discussion within distributionsgruppe regarding a free service and Julie's reply to Jonathan - Need of FAQ?

We agree that we need to publish a status somewhere because only the board is aware of where we are in the development.

Questions and answers - why a new system? Why is it slow? Where are we? Why not a free service? Why not keep the old system? etc.

Action: Sarah makes a draft and post it on Slack for review

Action: Julie write on coordination meeting that Karen will make a status from IT. 24th sept. Julie warns the distributionsgruppe as well because they might have forgotten that there is a coordination meeting.

Action: Karen saves the date to go to the coordination meeting because no one else can. 19.00

5. Feedback to developers and approval from steering group: level of detail?

There was a discussion regarding our decision-making. Are we approving the function, the content, the design, the technical approach? Should we be more specific and consistent in our approval procedure?

- Text and content: we'll do a proofreading round before going live. No need to approve everything in details now
- Pixels and design: we should be very strict now with the template to make sure to avoid heterogeneity in the future. We should use the same padding and button CSS, etc. Mads is the design-ansvarlig in practice.

We decided to give Mads the responsibility to give feedback to the developers regarding design. The steering group should keep an eye at the prototype in case they really want a change (the earlier, the better). We should be careful not to push stuff impulsively. Martin coordinates the corrections.

Action: Sarah will talk to Mads about this.

6. Invoice from Torsten

Dandomain 2018 + SMS gateway 2017-2018 + SSL certificate medlem.kbhff.dk + webposting Amazon avs + his coding (6000kr)

The plan is to launch at the end of phase 3. All of these will be shut down once we're ready to launch.

Action: Sarah asks Torsten what the renewal dates are for each of them so that we don't end up paying to much extra.

7. Phases - end of 2 and start of 3?

- Time spent on phase 2:
- Martin registered 282 hours (75450 kr), of which 116 hours by Martin (46400 kr) and 166 hours by Søren and Peter (29050 kr). We ended up spending more time than expected. We should be more specific regarding what is essential and what is "nice to have" things that could come later.

Martin is willing to charge only 40 000 kr for phase 2 anyway. But we should be more careful in the future. We should be more careful not expanding things without thinking whether this could be postponed. Or we should design smaller phases.

Action: Karen makes a status report to the board for phase 2 approval - by email is better because there won't be many members at the next board meeting.

- We should prepare phases that are more easily wrapped up. For example phase 3a and 3b so that we don't rename everything.
- The steering group should approve the design of phase 3 prototypes to make sure that the implementation is smooth design-wise.
- Sarah will be gone for 5-6 weeks in the autumn.
- Elisabeth quit her job and might be helping the development of kbhff.

Next meeting at Julie's place the 18th of sept 17.30-20.30. Peter Fabers gade 45. Martin's presence is not mandatory. We'll discuss phase 3.