IT Steering group meeting #22 -- 01-11-2018

Minutes

Present: Alexander, Martin, Sarah, Josh, Clemens, Angel, Julie

1. **Welcome to new members**

Christopher won't join us finally.

Karen seems to have left kbhff. We hope she can join us again in the future as her contribution and company was much appreciated.

Josh, Clemens, and Angel are new and interested in helping. They have experience in coding.

We made a "quick" intro to them.

Some links to start
- **ALL previous meeting minutes:**
  http://kbhffwiki.org/tiki-index.php?page=IT-M%C3%B8der

- **Framework**: ParentNode is the framework developed by Martin and used here
  https://parentnode.dk/
- **Test environment** (not necessarily updated since developers push the code only once it's been approved): http://pre-launch.kbhff.dk/login
  Ask for login details and DO NOT change the password please.
- **Developer guides:**
  - http://udvikler.kbhff.dk/
  - https://docs.google.com/document/d/1NLocxs1cKRAXb6fuaNErqjUgOkwLZ2WkfOSwMokiLNs/edit?usp=sharing
- **Trello**: https://trello.com/b/8PgowcJh/kbhff
- **Slack**: kbhff-fplan.slack.com
- **Google drive folder:**
  https://drive.google.com/drive/folders/12bEagGIXLQRzNMP5lFcN25sU_exZAW0n?ogsrc=32
- **Phase overview:**
  https://docs.google.com/spreadsheets/d/11OsAxAhToB-Lt8b941xDZHmwfbajZ6V0m9u0o8a4Poo/edit#gid=0
- **Site hierarchy and page prototypes** (has not been updated):
  https://tf2dra.axshare.com/#g=1&p=sitemap
- **User group proposal:**
  https://docs.google.com/spreadsheets/d/1jpJo4OL31qUkQJrjnbYM6x9Bot56yOiQa112qNmKWyQ/edit#gid=0
- **Exercises:**

Page where I copied all assignments messages from Slack

https://docs.google.com/document/d/14oQFQTU5uafV9n4PskR2LcSntlgLYs8TpVVRQEBwXtE/edit

- **Github:**

https://github.com/kbhff/membersystem/subscription
https://github.com/kbhff/kbhff.dk/subscription
https://github.com/kbhff/eggplant/subscription
https://github.com/kbhff/udvikler_kbhff_dk/subscription

2. **Actions from last time.**
- Summary on last meetings: 16 oct meeting with the board

Fundraising: should the IT group be in charge of crowdfunding? It is written that raising 50,000kr is a condition for approving the next phase. Karen decided to leave KBHFF for now.

Martin said that the agreement is to make a clear outline of phase 3 subphases, as we will go online after phase 3 is completed.

ACTION: Sarah will contact the board on Monday to make sure that the IT group is not responsible for the fundraising. The fundraising group should be in charge.
What if we don't manage to raise money?

Alex will go there as well as official representative to follow-up on the meeting with the board.

ACTION: Sarah goes through the field trip airtable to add features to Trello
ACTION: Julie goes through the old minutes to make sure we didn't forget anything and updates the minutes online on the wiki ⇒ she had feedback in the meeting minutes from mid-sept that should have been transformed into Trello card

ACTION: Alex (Martin) Domain question wiki

3. **Budget of phase 3 - phase 3 outline**

https://docs.google.com/spreadsheets/d/11OsAxAhToB-Lt8b941xDZHmwfbajZ6V0m9u0o8a4Poo/edit#gid=0

- Phase 3A - point to discuss: **Prepare to transfer order data**

If we choose <u>not to</u> transfer data, we have to block orders for when the new system goes live because we won't be able to transfer anticipated orders. It would cost 7000 kr to make the transfer. So far only Martin can do it. Maybe Angel can help so that we decrease the cost.

We finally decided to do it because it would be very difficult to decide of a launch date and get people to order after the launch (we'd lose members and orders).

ACTION: Angel will discuss with Martin how to prepare the order data transfer
ACTION: Sarah and Alex will take it to the board because it was not included in the budget of phase 3A that was approved the 16th oct.

- Phase 3B to 3E - we accepted the outline.

ACTION: Martin will draft the budget for the meeting on Monday.

4. **GDPR revisited**

We've been contacted by someone who would like to help us improve our GDPR policy. We need to send him our questions:
- Is it required to have the policy details on the same page as the accept button?
- Regarding members handling other members' data: how do we make them follow the rules/commit to. Other consent required? Integrated in

ACTION: Alex contacts this person (Marie's boyfriend) to ask the questions.

5. **Julefrokost**

ACTION: Julie makes a doodle and send it to all people involved now and in the past.

We'll decide where to meet according to how many we are.

6. **Fundraising short update**

If we have the time. Alex, Sarah and Julie are meeting on the 2nd of nov anyway.

7. **Name of system**

Postponed to another time - not the priority now

ACTION: Julie writes it in the agenda for next time

8. **Next meeting**

Tuesday the 13th november 17:30-20:30 at Julie's place

Peter Fabers gade 45, 1. Tv

Food should be arranged by Julie, Sarah and Angel

ACTION: in the agenda, add the new members place/contribution