

IT Steering group meeting #32 -- 5th April 2019

Agenda

Venue: think.dk

Present: Julie, Martin, Sarah, Josh, Clemens

1. Actions from last time.

Please check the minutes of meeting #31 here to see the status of your actions:

<https://docs.google.com/document/d/1DjAFrhi4Sr1R-KrcHAo07bmpbXXDI4I3E2eeSytOCBE/edit#heading=h.ectklcfbdjn>

- a. **Action: Clemens** Follow up with Mads on speech bubbles regularly.
- b. **Action: Angel:** Footer should be the same everywhere with the links (Persondata Kontakt kbhff.dk). Missing at least on login and persondata
 - i. Some confusion, there should be an update fixing his last comment. Works on prelaunch.
- c. Sarah: Prepare member roles / function groups
 - i. Done
 - ii. Make sure usergroups are fine enough to separate rights into departments
 - iii. Who should be able to assign users to what usergroups? “Hardcoded hierarchy” is the current concept. Should always be able to appoint people to your own user group, but when should you be able to add people to other groups than yours?
 - iv. Alternatively only allow to assign other users to groups in specific scenarios where it is necessary and make emailing an admin the default. “Role X may assign users to roles in {A,B,C}, everything else requires an admin.”
 - v. In some cases like, a communication group member taking a shift of butiksvagt, ad-hoc solutions will have to be figured out.
 - vi. janitor/admin/useredit (and list) are the relevant janitor modules to change permissiongroups of other users.
- d. **Action Josh:** Create PHP method to generate QR code
 - i. Not yet done
- e. **Action Julie:** Create a card for local admin page + figure out transition of user roles between old and new systems
 - i. “Local admin” doesn’t seem to be part of the current budget, should probably be after launch.
- f. Julie: writes a nice to have card with message inviting people to buy a bag when they haven’t.
 - i. done
- g. **Action Julie:** looks into clarification cards on Trello and checks nothing has been forgotten
 - i. Ongoing
- h. Kassen
 - i. **Action Sarah:** Talk to Karina about how to optimise cash management

- ii. **Action Sarah:** Talk to Mads about the kasseside, if we keep it.
 - iii. Julie: Figures out in which phase the kasse has been budgeted, if any.
 - 1. New version of kontantregnskab has to be ready before launch, but this is somewhat outside of this group's responsibility. Trello card created.
 - iv. **Action Julie:** Remove kasse from 3b2., Make sure there is a nice-to-have card.
 - i. New guy? Software developer has written to it@kbhff.dk
 - i. Sarah: calls him and see what's possible. How much time? Wiki help?
 - 1. Replied to email, but don't have his phone number. Nothing to be done anymore, he might or might not join.
 - j. Trello cards ready for steering group review (See <https://trello.com/c/Nrq3FpBi>)
 - i. **Action Angel:** check mapping synchronisation <https://trello.com/c/Jmbyk8dE>
 - 1. "On its way"
 - ii. **Action all:** please check the Trello associated with your name. Also in Ongoing tasks.
 - iii. **Action Sarah:** pokes Mads with the design ongoing tasks
 - iv. **Action Sarah:** follows-up on Ulla
 - v. **Action Sarah:** look into the inbox to check that everything needed to launch fits somewhere in phase 3 subphases. If not, put it in 3b2.
 - vi. **Action Martin:** Starts reviewing budget for phase 3d
 - vii. **Action Martin:** when that is done, make a budget for 3b2.
- Links to budgets can be found in minutes of the last meeting (#31).

2. Other clarification questions

- a. Min side: opsig medlemskab vs Slet bruger - Skal overveje til senere faser hvordan vi viser forskellen mellem at slette en bruger og opsige et medlemskab.
 - i. "Opsig" should mean "delete", their information should only be kept in anonymised format.
 - ii. In the janitor backend users can be deactivated/disabled, so that state already exists if it ever becomes necessary.
 - iii. People who don't pay their fee don't need to be deleted right away, since they cannot buy anything.
 - iv. Decision how to automate cleanup of inactive users postponed until later.
 - v. One cleanup should happen x months (already decided) after launch and migration of old users, if they don't log in within that phase.
 - vi. **Action Julie:** Create nice-to-have Trello card.
- b. Multiple users per membership?
 - i. Part of the above
- c. DECISION taken long ago: yes, fine that the availability by date of a specific product does not vary by department. ⇒ some departments close certain days!!
 - i. If the department is closed, then the product isn't going to be available, Martin is aware of this
- d. Do all new "frivillige" have automatically access to the "frivillig på arbejde" pages?
 - i. Taking shifts doesn't imply that people actually log in with their accounts on vagt.

3. Board approval and phases

- a. Sarah has received invoice for 3b. IT group needs to approve 3b, and send to the board for approval.
- b. We can start 3b2 or 3c while waiting for approval (but not both!)
 - i. We only have one phase done in advance
- c. 3a has not been approved by either the IT group or the board.
 - i. Hope to get 3a approved by the board on Monday, so they can preapprove 3c
 - ii. Only one outstanding issue from P3a, which is minor and will be resolved soon: <https://trello.com/c/E9KBpg4o/162-p3a-when-logging-in-after-using-unaccept-the-meld-mig-ud-process-doesnt-work>
 - iii. **DECISION: The steering group approves phase 3a today**
 - iv. **Action Sarah:** Present P3a to the board for approval on Monday the 8th April
- d. **Action Julie:** Make Trello card to make sure we have an overview of who has not paid subscription, and make sure they get no elevated user roles
- e. Discuss how to coordinate 3b approval
 - i. One checklist for each area that was completed, with checklist items for testers; plus an extra checklist for each area, with checklist items being feedback from testers
- f. **Action EVERYONE:** test phase 3b
 - i. Trello card is available here <https://trello.com/c/BcjEajl1/166-phase-3b-steering-group-acceptance-coordination>
- g. **Action Alex (or Julie):** Figure out, whether a “summary of what you’re signing up for” is required on the page with the data entry form during the signup flow.
- h. **Action Julie:** Look through the “Phase 3” list on Trello and check whether cards should be moved to lists that we actually check

4. Embedding videos?

- a. <https://vimeo.com/84031934>
- b. Video was rediscovered during crowdfunding setup
- c. Could be embedded in the page where you choose your membership type, to encourage people to be frivillige.
- d. **Action Julie:** Talk to Mads about embedding the video

5. Donations on the website?

- a. Want to make people aware that financial help would encourage future features
- b. In general, such things should be static parts of the side and their purpose should be explained well
- c. There is little harm in a permanent donation button, but it might not be very encouraging
- d. **Action Julie:** Add to nice-to-have.

6. Trello cards ready for steering group review (See <https://trello.com/c/Nrq3FpBi>)

- a. Done, apart from one outstanding issue <https://trello.com/c/E9KBpg4o/162-p3a-when-logging-in-after-using-unaccept-the-meld-mig-ud-process-doesnt-work>

7. Anticipating P3c - content to prepare

- a. Postponed to next meeting
- b. Mostly content and texts

8. Next meeting

- **Doodle:** <https://doodle.com/poll/s3uxq9g5i48v28ti>
- **Minutes:**
https://docs.google.com/document/d/1cA5lemXc_gUtzqe7PuW0QM99LdWXu870Zioz6EABBUk/edit#