IT Steering group meeting #35 -- 10 June 2019

Venue: Sarah's place, 18:30, Valdemarsgade 26
Present: Angel, Martin, Julie, Karen, Sarah, Josh, Clemens

Agenda

1. **Actions from last time.**
   Please check the minutes of meeting #34 here to see the status of your actions:
   https://docs.google.com/document/d/1irfvvya0LiVwCmttOKAyvrCwN2CCF0xu8XnbRgFVaQA/edit#

   Speech bubbles
   Karen has gotten approval for all but one images, confirmation was CC'ed to it@kbhff.dk
   Action Clemens: update Mads on permissions

   Transfer of old database
   Martin made a clean core dataset
   Action Martin/Angel: Try to run everything again, update on next meeting.

   Kassen
   Karina hasn't replied yet, Phase 3b2 cannot be budgeted without
   Action Sarah: Talk to Karina about how to optimise cash management
   Action Sarah: Talk to Mads about the kasseside, if we keep it.

   Budget
   Action Martin: Starts reviewing budget for phase 3d
   Action Martin: when that is done, make a budget for 3b2.

   Sign-up
   Action Alex: 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.
   Action Julie: Pokes Alex

   Fundraising
   We're now around 10937kr. (officially, +20.000 inofficially from some bank). Not sure whether to register this as an offline donation, might give a positive image.
   We need to:
   - Write a news, including mobilepay number
   Alex wants to make another video, maybe.
   Some instagram company wants to give us a PR-boost for free, maybe.
   Action Sarah: regularly update incoming donations through mobilepay as offline donations
   Action Sarah: Add large bank donation as offline donation to gofundme

Phase 3b approval
Josh has done some poking but didn't get many replies.
Only limiting issue: medlemshjælp search bar, Elisabeth is on it.
Action: Josh follows-up on the details to wrap up phase 3b so that we can approve at the next meeting

Backups of hosting
How often to back up: Daily backups for seven days, then four-week-backups
What to back up: Database, library folder (uploaded content), possibly three janitor set-up files

Update on Angel's code
When creating a product, a date/timeframe has to be determined.
- Is this meant to be availability in the *webshop* or the *pickup*?
- Availability should be full weeks, instead of single days.
- Martin would like a single page to update all availability weeks across all products instead of a per-product menu.
- Option "always except the following period" is probably unnecessary and should be removed from prototype. A single period suffices ("always" being the period from week 1 to week 52)
- Take business perspective into account. (Sune in the communication group does it.)

Action ???: Prototype should reflect that availability is by week, not by day
Action Martin/Angel/Josh: Discuss more, we don't have time now.

Wordpress got hacked
Either need to re-install or change to something safer, Josh recommends Jekyll (static sides are hard to hack). Ulla does not want to change services. Josh has written a manual.
Martin already has a website that could carry news and can be pushed to live without the membership system soon. It is only missing a layout.
Action Martin/Angel/Josh: Try to meet and discuss this, too.

2. **Input from Torsten (via Sarah) - info**
   Not urgent, pushed to next meeting (compare last meeting #34)

3. **Phase 3b approval possible?**
   Waiting for search bar, pushed to next meeting #36
   Action Julie Keep track

4. **Update from dev team - info**
   Crazy period, financial race to survive. Have delivered another project last week and can now return to kbhff. Trainees are getting better and more self-reliant. Martin started on data import today. Søren is on shop-update, required some architectural changes but might be done this week. Then Martin can start digging into Angel's work.
   Whenever the team starts working on a new page of the prototype, it would be good to poke the it group on slack, as some of the prototype designs are outdated.
   Karen suggests moving the prototype to word so that one can comment on the prototype.

Comments on the current system only work with a paid license, currently we are creating ad-hoc Trello cards, but Mads often overlooks them.

5. **Javascript - what if disabled?**
Julie had found something that broke when JavaScript is disabled. (Password comparison?)
This is being fixed.
Action Martin/Josh: Discuss whether the layout should depend on JavaScript being disabled.

6. **P3b2 overview and scope creep potential**
Budget for overview [linked here](#).
Julie is unsure whether "lokaladmin" page is necessary in P3b2
Decision: it's pushed to nice to have
Action Julie: update Trello accordingly

Local admin: <mark>*decision to take*</mark>
https://trello.com/c/kGm6DggU
P3x make a precise plan on which members get transferred frivillig/stottemedlem and in what usergroup
No local admin page is yet budgeted in phase 3.
Members will be given roles when they are added to a user group through Janitor only (at launch) and through a local admin page after wards.
If a local admin page is necessary, it should be added in phase 3b2.

7. **Trello cards ready for steering group review**
Some clarifications needed. Pushed to next meeting.
Action Julie, Josh, Clemens, Sarah, Alex, Karen, Martin, Angel: <mark>**Check Trello cards associated with your name**</mark>
https://trello.com/b/8PgowcJh/kbhff

8. **P3c task distribution for content preparation**
See document prepared by Josh and Julie [linked here](#).
Action Karen: Go through document up to (at most) Phase 3c, and makes a draft

9. **Ensure that the prototype is up-to-date for the webshop**
Pushed to next meeting.

10. **Next meeting**
   - **Doodle:** https://doodle.com/poll/c95urb6wp7qauquy
   - Agenda items:
     - Input from Torsten.
     - Phase 3b approval possible?

- - Phase 3b2 local admin scope creep
  - Go through Trello cards.
  - Ensure that prototype is up-to-date

AOB: Newsletter text and pre-ordering løssalg trial