

IT Steering group meeting #36 -- 7 July 2019

Venue: think.dk lounge

Present: Sarah Josh Martin Julie

Agenda

1. Intro points regarding the safe (on google drive)

Martin has noticed that the safe file doesn't synchronise until he has closed the encryption software. So we should avoid having 2 people editing the safe at the same time because we don't know which version would be kept.

Josh updates the safe during the meeting, together with Martin and Sarah.

2. Actions from last time.

Please check the minutes of meeting #35 here to see the status of your actions:

<https://docs.google.com/document/d/1NShi-UbMCgBp4L5-yaloYynEgxxQSLvHLxP9VGvXDjo/edit#>

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

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, checks the existing contents and makes a draft for lacking content (lorem ipsum).

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: DONE

Transfer of old database

Martin made a clean core dataset

Martin ran everything again and we're good except for a tiny error that shouldn't be a problem.

We decide not to spend more time on this.

Budget

Action Martin: Starts reviewing budget for phase 3d - Peter has worked on numbers

Action Martin: when that is done, make a budget for 3b2 (should be developed after P3c).

Fundraising

Alex is updating the gofundme with offline donations.

We're thinking of advertising in August.

Phase 3b approval

Elisabeth has quit so someone else must deal with the search bar issue.

Action: Martin finds someone to wrap this up

Backups of hosting

Action Josh follows-up on trello card. There's budget for having a backup server.

Action Martin tells Josh exactly what to back up: Database, library folder (uploaded content), possibly three janitor set-up files

Local admin:

<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.

Action Julie: clarifies the local admin cards budget items etc.

3. KBHFF frontpages to replace wordpress

Martin made a new set of pages on the prelaunch so that Josh and Julie transfer the content of the wordpress site.

Once we're done, we can wipe the Unoeuro server, and either:

- Host the new frontpage on the Unoeuro server
- Host the new frontpage on the same Kualo server as the prelaunch site
- Host the new frontpage on a new, separate Kualo server

We also considered whether we want to have separate production and development servers.

Decision: the Kualo server is now production, Martin will set up a local development server. (i.e. prelaunch points to Martin's server, the frontpage points to the Kualo server, the Kualo server becomes the production server.)

Missing items: Newsletter box connected to MailChimp

Action: Martin looks at newsletter box to be integrated in new frontpage

Action: Julie, Sarah and Josh meet to work on transferring the content on Tuesday the 9th 19-21 at Julie's place

The 3 arrows would be in a side box instead of overlaid on the header.

Sarah wonders if it's possible to export the structure of the current website from Wordpress.

Action: Sarah does the outline of the current wordpress site to make sure we don't forget anything.

Action Sarah asks communication for who needs access to new website editing rights

4. Kasse

Sarah and Mads have designed a prototype for the kasse. Josh has given feedback on Slack.

https://tf2dra.axshare.com/#g=1&p=butiksvagt_-_bred_version_-_med_popup

Karina got the link and the current prototype covers her needs and will replace the google from kontantregnskab.

Action Sarah: asks Martin and/or create a Trello card for the backend view of the kontantregnskab related to the new kasse.

Sarah says that it doesn't need to be a popup. It is indeed too long and becomes confusing for the members.

Only requirement is that the "godkendelse" button leads back to the butiksvagt page.

Action Sarah: edits Trello card, and adds all comments to it. <https://trello.com/c/CVFwW18G>

Action Sarah: adds it to P3b2 budget and overview budget

5. Phase 3b approval possible?

Not yet

6. Update from dev team - info

Elisabeth has left the team sadly.

Peter is on holiday, back on the 15th.

Week 30 they're all on vacation.

If Mads could meet with Peter before week 29, it would be great (to optimise the CSS).

7. Ensure that the prototype is up-to-date for the webshop

Update on Angel's code - Josh will happily discuss SQL aspects

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/Julie/Josh: Discuss more, we don't have time now.

8. Trello cards ready for steering group review

Action Julie pushes this to next meeting

9. Input from Torsten (via Sarah):

- a. We do have some possibility to implement functions into the old system.
 - i. Orders can be placed to a department different from your own. This function was requested not to be switched on, but apparently exists in the system.
 - ii. We can add Mobilepay as a payment option for 49 kr/month (probably more a decision for the board, whether they think this is a good idea) or a subscription payment option for 99 kr/month. If we want to implement subscriptions to the current system, Torsten suggested that this could be done by implementing a new function that asks members to order a product for the next XX weeks in

advance. They will then exist as weekly orders that can be moved by members if they are on holiday, etc. I am not sure exactly how the subscription payment option through dandomain could work with this, but if we think the new system's implementation is still far enough away and we want to add new functions now, we can.

- iii. See: <https://order.dandomain.dk/order/paymentgateway/#/> (the link Torsten sent me)

DECISION: we will not pursue any change on the old system

10. P3b2 overview and scope creep potential

ACTION: Sarah to speak to Martin about a simple local admin page to access Janitor for butikadmins.

10. Next meeting

- **Doodle: ACTION: Julie from 29th July for 3 weeks**