

IT Steering group meeting #37 -- 13 August 2019

Venue: think.dk lounge

Present: Sarah, Josh, Martin, Julie

Agenda

1. Actions from last time.

Please check the minutes of meeting #36 here to see the status of your actions:

<https://docs.google.com/document/d/1XrJPBvJJok4eXktn2Pp-qrQsvHc52jlcRXZR2j9zSzc/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.

Julie has poked 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).

Karen says she may have time in October.

Action Julie: will help coordinate, also to get Alex to help.

Budget

Action Martin: Starts reviewing budget for phase 3d

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

Phase 3b approval

Action Søren: will finalise the search bar, hopefully after the end of this week.

Backups of hosting

Josh has found a service to host back-up and has the information needed it. J to keep working on it. There is a Trello card for it.

2. KBHFF frontpages to replace wordpress - status

Navigation: we need to decide on the main (top) navigation - we want to avoid drop-down navigation as much as possible for mobile-friendliness. But we may not be able to avoid it all.

Martin has made a “sider” controller that we can use for most pages, but we may want to set up custom controllers, e.g. “english” for URL optimisation.

For sub-nodes, we should use static URLs, not dynamic page.

Action Sarah: do draft of website navigation.

Action Martin: to enable embedded video on pages (currently only on posts). DONE

Action Sarah: to see about access to mailchimp to test the newsletter box and updating the text in the box (in the codebase).

The English page should link to “sufficiently bilingual” pages in the rest of the website, i.e. should link to afdelinger, rather than reproduce information in English on the English page.

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

Action Josh to look into API issue for the google map of afdelinger.

Action everyone to keep transferring pages and updating the [overview spreadsheet](#).

Julie adds the afdelinger.

Martin’s invoice for this work has been sent for payment.

3. Kasse

Action Sarah: edits Trello card, and adds all comments to it. <https://trello.com/c/CVFnW18G>

Action Sarah: adds it to P3b2 budget and overview budget

Action Martin: to also think of a backend view for storing and sharing the data

4. Phase 3b approval possible?

Not yet

5. Update from dev team - info

Søren is working on the big change that is taking a long time. Expected to be done this week.

Peter and Mads updated some design together.

Martin is very busy.

6. Prototype - webshop, availability of products

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

Questions:

- 4 things to be done to get a product in the webshop:
 - INDKØBSGRUPPE: add the product and give it availability for specific weeks (by default products are set to not available in any departments);
 - INDKØBSGRUPPE: add afhentningsdage for the whole organisation (by default individual departments are closed);
 - LOCALLY (though in practice done by the indkøbsgruppe): using the afhentningsdage interface, “open” the shop for the dates the shop will be open, and add the products the shop wants: we have drawn a matrix for how to do this. Basically, we want to swap rows/columns, so dates are in columns and departments are in rows. Also, we want to make it possible to switch on products in a specific department for all available dates and then granularly switch off products for specific dates. (We expect that in most cases, departments will decide on a “default” set of products that are available, and the indkøbsgruppe will decide which departments are available on which dates; no granular switching off needed). Martin will be at liberty to decide whether limiting the number of clicks for the indkøbsgruppe is a reasonable thing to code (when the indkøbsgruppe e.g. opens every department for the next 20 weeks and has to click 200 times).
 - Whatever dates shops are “open”, are shown in the webshop. (But most show unavailable dates as X, as otherwise people will be confused about missing dates).
- How do we specify availability (all weeks vs all weeks except etc.) when adding a new product?
 - **Action Martin:** to figure this out

Action Mads (via Sarah): Need new icon for when the product/shop is not yet available/open in the webshop.

7. “Local admin” (which has nothing to do with local admin)

Discussion on searching people on Medlemhjælp: we only want a few admin people in each department to be able to search out people from the whole KBHFF. We want to restrict normal kassemedlemmer to be able to search for people in their own department only.

Action Martin: to figure out a way to restrict searching/showing results to normal kassemedlemmer (whether it should be one page or two pages, is up to Martin).

DECISION: Also, as people can move themselves, kassemedlemmer won’t have access to move people, but the few admin people in each department will be able to.

Action Martin: to implement this.

Action Martin: to figure out how to do a simple janitor interface to “add people to your own group” (you can update the user group for everyone in KBHFF so we need to be GDPR mindful

when figuring out this interface). Listing only name and number, to not share too much information.

Action Martin: to figure out an interface for super users to easily move people to different user groups after launch.

Both of these two user group updating pages will need to be coded in Phase 3b2.

Action Julie: update 3b2 accordingly and Trello.

DECISION: an email will be sent anytime someone changes group with invitation to write to it@kbhff.dk if any question.

DECISION: people can only add other members to their own group

Action: Sarah updates the user group table

<https://docs.google.com/spreadsheets/d/1jpJo4OL31qUkQJrjnbyM6x9Bot56yOiQa112qNmKWyQ/edit#gid=0>

DECISION: We will transfer all members as frivillig and then manually come up with a list of støttemedlemmer and update them individually before launch.

DECISION: We will transfer all members to the normal “member” user group, apart from butiksgupper, and central working groups (inkl IT super user). We will need to contact them before launch to get a list of members who need to be added to specific user groups. The IT group will then add people to kassesemester role manually on the first opening dates.

Action: Sarah to add this to our pre-launch guide.

8. Fundraising

No news.

9. Trello cards ready for steering group review

Pushed to next meeting.

10. Next meeting

- **Doodle: ACTION: Julie**

Things for next meeting:

- Canvas bag