

Participating: Alex, Clemens, Josh, Mads, Sarah

Questions:

1. What happens to the fundraising money if it's not used before August?
 - a. Have to return it, Alex thinks
2. What are our bottlenecks?
 - a. Time, not money (we think)
 - b. Not enough pre-planning of features by steering group for devs to know what they're working on
 - c. Not enough of a timeline to assess whether we're on track / assess whether parentnode are focussing on project enough to finish on time
3. Should we bring in the Aarhus food cooperative?
 - a. Not now.

Possibilities for speeding process:

1. Reduce scope of the project to a MVP, which we launch. Ideally add in the removed features after launch.
 - a. Do we need to discuss which features are cuttable with indkøbsgruppen and distributionsgruppen? Probably not, we think we have a good enough overview.
 - b. Some features are cuttable from the future phases, but not too many of them (see below)
2. Have smaller task forces for writing Danish, ensuring upcoming features are planned, and reviewing/accepting changes.
 - a. Can get volunteers in for writing Danish (but Sarah thinks this will be tricky, the work is "too bitty")
 - b. (Mostly) replace "working group meetings" with task-force meetings
 - c. Julie/Josh/Mads for planning upcoming features
 - d. Alex(/Sarah?) for writing Danish
 - e. Clemens(/Sarah?) testing and accepting finished features from dev team
3. Have a clear timetable for when phases should be done, including a buffer for delays. Get Martin on-board with this and have more regular feedback from the dev team so we know what info they will need next and that they're on-target.
 - a. Weekly email from dev team with update of their progress and what they intend to work on the following week
4. Reduce time spent reviewing actions at our meetings.
 - a. Separate trello board for actions, managed by Clemens
 - b. Follow coordinations group's example for running efficient meetings

Possibilities for reducing scope

1. **P3c** EDIT Julie 19-02-2020: Drop email to confirm password has been changed

2. **Decision: don't drop the subpages, redesign main page P3b2** EDIT Julie
 19-02-2020: Drop **subpages** for each membership? Since they're coded, dropping them is just about saving the time necessary to make a design and implement it. Personally, I think we should if possible keep these because we can describe in more details the memberships without overloading the main page. **If we're to keep them, the design of the main page must be updated to include a "Læs mere her" link.**
 - a. DESIGN main page https://tf2dra.axshare.com/#g=1&p=v_lg_medlemsskab
 - b. Current main page <http://test.kbhff.dk/bliv-medlem/medlemskaber/frivillig>
 - c. Current subpages
 - i. <http://test.kbhff.dk/bliv-medlem/medlemskaber/stoettedlem>
 - ii. <http://test.kbhff.dk/bliv-medlem/medlemskaber/frivillig>
3. **P3b2** Drop quote boxes feature
4. **Decision: don't drop this** Drop requirement to be able to mark bags as delivered (can be done offline)
5. **P3d** Drop choosing delivery location
6. **Decision: don't drop this** Minimise effort needed in editing order date (e.g. is it easier to have a "credit system" in the webshop, so you just cancel an order and are given credit that's automatically deducted from your next order?)
7. Minimise effort needed in implementing the indkøb group's interface for specifying product availabilities
8. **P3e** Don't integrate the newsletter into the membership system
9. **Decision: don't drop this** (Martin thinks it would take longer) Minimise effort needed in implementing the all-members/department mails (is it easier to set it up to have a whitelist of "sender" emails for each department, plus a mailing list email e.g. nordvest-afdeling@kbhff.dk, and every time a whitelisted email sends an email to the mailing list email, the email is forwarded to all members on that mailing list?)

Actions:

- **Josh:** Arrange meeting with Julie and Mads to look at prototype
- **All working groups:** start working
- **Josh:** email Martin to update on outcome of this meeting
- **At next meeting:** Have discussion with Martin about timelines
 - Possibly arrange a separate meeting with him
- **Josh:** Decide what's cuttable from future phases / make notes on the discussion we had
- **At next meeting:** Get an overview from dev team of what they've done / are working on
- **Clemens:** Trello board for actions
- **Sarah:** New meeting structure