# IT Steering group meeting #43 -- 3rd March 2020

Venue: think.dk
Present: Sarah, Josh, Julie, Clemens, Søren, Alex

**Useful links:**
*Prototype:* *https://tf2dra.axshare.com/*
*Budget*: kbhff.dk development estimates
*MAIN Trello:* *https://trello.com/b/8PgowcJh/kbhff*
reminders for things to do before launch of the Janitor KBHFF website -
https://trello.com/c/lm2jlWJ0/222-wordpress-things-to-check-before-we-shift-from-wordpress-kbhff-to-janitor-kbhff -
*Copyediting:* *Phase 3 - Copyediting overview*
*New public website under construction:* *http://website.kbhff.dk*
*Test member system under construction:* *http://test.kbhff.dk/*

# Agenda

## 1.  Actions from last meeting (10 min.)

*If you finish your action, but made a decision that needs to be communicated to the group at the next meeting, move it to the "[NEXT MEETING] Decision" queue in the Actions Trello board and ==add it to the table below==.*

*If you cannot finish an action, because you have further questions or need to make a decision you don't want to make on your own, move it to the "[NEXT MEETING] Need Input" queue in the Actions Trello board and ==add it as a new discussion point in section 3 below==.*

*Should somehow neither be the case, move the card to the "Need Input" queue and add it as a new discussion point.*

| Person | Task | Decision Made |
|---|---|---|
| Julie/Josh | | Remove "Obs." box from the prototype, because we haven't designed/budgeted for how we would update this, and it seems we could achieve the same functionality by sending out an email. |
| Josh | Backup emails | I've stopped it from sending emails every time it successfully backs up; it should still send an email to it@kbhff.dk (not admin!) if there is an error during the backup. |
| Clemens | Sign up pages | **Action Clemens:** Direct the top corner and min side login to old member system, don't publicise the admin login URL, use existing sign-up page to sign up kommunikationsgruppen-members. |

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## 2. Info from each working group (40 min.)

*Each group gives an update on what has happened in their working group since the last meeting. If there are any discussions that need to be had with everyone or with just one other group, they should be <mark>mentioned here and added to SECTION 3</mark> (ideally in advance of the meeting). Only short clarifying questions should be asked and answered here.*

| Group (person) | Info | Discussion? |
|---|---|---|
| Developers (Martin/Søren/Peter) | Søren on backend: finished first iteration of product backend and pickup backend , Martin says to break up description textfield into a simple/short summary and a detailed description (see discussion on right). Pickup date backend sounds finished?<br><br>Kasseregnskab: can only have one open kasse per department, have to manually close the kasse.<br><br>Accountant has a number of pages with overviews of days | Josh points out that there is not one product per bag, but one product "bag", "fruitbag", etc, so no description that is updated weekly is needed. Only the short description is needed. Example usecase for "product type" field is to show only the year-round bag on some pages, but we don't have any concrete plans to use the product type field yet.<br><br>Sarah expected the accountant to have a CSV file download of data sheets (used about once per month). Need week-by-week sumaries of single departments. Kassesystemet should flag errors for her.<br>**Action Sarah:** write down bogholder view requirements on [trello card](trello card). Describe workflow (e.g. date->afdeling or afdeling->date?) |
| Feature planning (Josh/Julie/Mads) | P3b2 Martin doesn't like the member type choice signup page and wants to redesign it on his own time, so this is not reflected in the prototype.<br><br>P3c planned out, except for how to resolve past orders (discussed later). Bogholder summary will be discussed with Sarah. Mads is updating the prototype for P3c<br><br>P3d will be planned when Martin has time for it. | **Action:** Julie adds autodeletion of uncompleted orders to the budget. and updates the doc description to the board |
| Text writing (Alex/Sarah) | Will meet soon | **Action:** meet |

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|---|---|---|
| Testing (Clemens/Sarah) | New things to test now | **Action:** test |
| Structure (Clemens) | Feedback on new meeting structure at the end of the meeting | |
| Wordpress transfer | Sarah does not have things to outsource to others | **Action Clemens:** delete nørrebro kommunal dinner from medlemsfordele page |

## 3. Plenary discussions/decisions (60 mins)

*If any discussions rising from actions from last time or from working groups, these should be added and taken in this section of the meeting.*

| Topic | Description | Notes / Decision |
|---|---|---|
| How does Janitor handle orders? | There are two possible buttons that could mark an order as confirmed, on these two pages in the prototype: https://tf2dra.axshare.com/#g=1&p=gr_ntshoppen or https://tf2dra.axshare.com/#g=1&p=bestilling_-_bekr_ftelse_og_betaling__1_ Which one of these actually marks an order as confirmed? (We hope the second) | Søren was convinced that it should be the second one. The first one should be renamed to "go to checkout". **Action Josh:** ask Mads rename first button. (also "mobilepay" and "kontant" tabs should be removed) |
| If the latter, do we still need an "Ordrer" page? | If it is the second button (see the above question) that confirms the order, then we aren't going to have many orders to display on that page (only unpaid kontingent + cases where the payment failed to go through). Do we still need an "Order" page in that case? Would it be better to instead use the same notification system that we use for unpaid kontingent (a big red box) and a button that takes you directly to the payment flow? (The big red box would have a message warning that the payment failed to go through.) | Should orders with kontingent be allowed to also contain bags? If so, what happens if the payment failed? If bag orders fail, they should be allowed to be cancelled, kontingentorders can never be cancelled. Failed bag orders should be deleted automatically, kontingentorders should never be deleted automatically. Items that can be cancelled/deleted should never be in the same order as items that cannot. Søren agrees to what is described on the left, and that failed-payment orders will not be editable, but deletable. |
| Do we allow people to edit orders where the payment failed to go through? | If my payment failed (e.g. I failed the Verified by Visa check accidentally), then when I return to the Grøntshop to pay for the order, can I edit (or cancel!) the order before going through the payment flow again? (It feels like it should be something that we allow if possible.) | They can be cancelled, not edited. **Action:** ask Mads to prototype all of these.. |
| Welcome Email | Alex had made a draft that is meant for | Quickstart guide should be visible without being logged in. |

| | both types of memberships. Julie added a "quickstart guide" to the copyediting sheet, the welcome email should then just refer to the quickstart guide. Only very essential information should be in the email, what should be included? | Josh suggests: one sentence about philosophy, one about what is expected of you as a member.<br><br>**Action Alex:** Fill in content of quickstart guide in janitor created by julie<br>**Action Julie:** create quickstart guide in janitor |
|---|---|---|
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## 4. Feedback on new meeting structure

There should be less discussion in the update phase at the start. Keep update information short, without comments, mark points to be discussed for the later phases.


**Action Clemens:** Make a doodle for next meeting in two weeks (include Martin and Søren explicitly).