IT Steering group meeting #45 – March 31st, 2020

Venue: Zoom
Present: Josh, Clemens, Julie, Sarah, Søren

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/*
Meeting #44:
https://docs.google.com/document/d/1jtQZ48pOSZzK6HN-z5tmhmqGZiImRcU9aJUtj6NPt7I/edit#heading=h.ectkllcfbdjn

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

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 ==mentioned here and added to SECTION 3== (ideally in advance of the meeting). Only short clarifying questions should be asked and answered here.

Group (person)	Info	Discussion?
Developers (Martin/Søren/Peter)	Annegrete, a long-time member, thought the project was abandoned by Martin and was angry about it, but no-one knows why she thought that. Maybe Julie will connect with her and ask her to help with e.g. copyediting. No updates on checkout flow rework. Current design would be "illegal" since it is charging customers before Wednesday order deadline. Strong authentication moved to 3d, have faith.	Too slow / ways to speed up?
Feature planning (Josh/Julie/Mads)	Want to plan P3d with Martin after Grøntshoppen planning is done, not before to not hamper progress.	
Text writing (Alex/Sarah)	Alex has had a concussion :(Need to figure out a way to involve more people in writing/editing texts. Maybe it's easier to just get a single person to do all the writing as their volunteer work. Sarah will think about it.	
Testing (Clemens/Sarah)	Double charging: fixed in frontend, backend fix postponed Kasse frontend: found new issue about being able to leave kasse, otherwise OK Signup flow: Able to add multiple memberships to cart when you shouldn't be, læs mere signup links don't work	Approving 3b2
Structure	OPTIONAL check-in round at start of every meeting	
Wordpress transfer	Nothing to report here	

3. Plenary discussions/decisions (60 mins)

If there are any discussions arising from actions from last time or from working groups, these should be added and taken in this section of

Topic	Description	Notes / Decision
Pictures for shop	Let's have a look and make sure we are on the same page for the style before chasing other pictures. Julie has "approved" four pictures: Æble, kartoffler, grøntpose, aspargepose. Will probably make a mushroom picture herself in the same style. Don't want anything specific for grønt- or frugtpose. On the other hand, it is more important to have a photo that differs from the grøntpose. Would be nice to have all photos in a similar style (simplistic and on a white background), including the grøntpose and frugtpose Julie gets a bag and makes some test pictures next week.	**Action Josh:** Send bag xcf to clemens
Moving website.kbhff content when going live		**Action Julie:** Add to launch checklist that website/janitor content needs to be ported before going live
Burndown chart, development speedup, Continuing past October	Søren reports that communication is taking up a bigger chunk of time now, think about what can be dropped. Maybe start looking for people to continue IT group work after September. Sarah is already thinking about that. Could be the same person that's also doing the text-editing, although continuing as a member of the IT-WG shouldn't be an expectation. Not sure whether fundraiser-donors should be mass-emailed asking for volunteers to write text. Could be phrased as an update on project status. The think network might have computer-savy people generally interested in sustainability, but then we would be missing someone with "field experience".	**Action Julie:** Advertise IT group on Vagtplanen (http://kbhffwiki.org/tiki-index.php?page=Vagtplaner) Also add minute-folder view-share link to the IT-group page
Approving 3b2	Two things remaining: "Being able to leave the kasse after an error" and "Fixing the signup flow". Julie is happy to do end-of-phase	**Action Sarah:** Check whether 3b2 was already paid for. **Action Julie:** Do end-of-phase-testing according to phase overview document (description to board) (https%3A%2F%2Fdocs.google.com%2Fdocument%2Fd%)

| | testing, according to phase 3 description document.

Need to make sure that things that have been paid for in 3b2 but moved to later phases (SCA/3D Secure) is properly accounted for. | 2F1vaagK1fCBq EfUSfvqVl3gLl2nCk3_dMJjkZhboOtmxs%2Fedit%23heading%3Dh.60qpbzjn5k0t&v=3)

Action Julie: Check coherence between budget and phase overview document (description to board)

Action Søren: Inform Martin that budget will be paid mid april and he should already send an invoice for 3b2 |
| | | |

Action Clemens: make doodle

Action Sarah: Talk to Alex about
1. Roland and volunteers in general,
2. Budget for crowdfunding-money was due mid March, strict deadline 23rd of April, need to figure out a way to spend it
3. Text-editing
4. His prognosis on the project
5. Do we send an update to the people that have given money? We could use that opportunity to communicate on the project, make sure people don't believe in potential rumors about us giving up, and maybe get someone on board that would like to give a hand (having a fresh eye on things can be nice as, for instance the text editing task is also addressed to random visitors of the website, or new members, so we don't necessarily need "old" members. A mix might be good).