IT Steering group meeting #46 – 16.04.2020

Venue: Zoom
Present: Sarah, Josh, Clemens, Martin

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 #45:
https://docs.google.com/document/d/1gwepO6QUk4uugl4xgvPyvk8Y7dC3B3OLvnb8MSPtq5k/edit#

Check-in round

[not documented]

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
Sarah & Alex	Talk	Alex is doing indsmalings-thingy Thinking about long-term volunteers, he will talk to Roland about coming back Should write a news item / mass email about the new website, what has been done, and asking about whether there are people who would help out. Won't be done before getting back to regular business next week. Could share the board-review video more widely **Action Sarah:** Continue talking to Alex

		Action Josh: Watch the video

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 has fixed the outstanding 3b2 issues and done some work in 3c, 3c maybe 40-30% done (checkout flow), Martin is currently implementing SCA and payment intents in the think realm as part of janitor, it can then be rolled out to kbhff. Grøntshop checkout flow discussion has happened, Martin is now "just doing it" to save time on further discussion. Looks like most things can be accommodated.	**Action Josh:** fully activate the mailgun account
Feature planning (Josh/Julie/Mads)	Waiting on grøntshoppen discussion to happen	
Text writing (Alex/Sarah)	Sarah spoke to Alex: - quick-start guide and intro email will be written by someone on the board - Both uncertain about how to get going, should structure the text-editing document better. Josh will put it into a cleaner format: page, draft text, written text Martin has a professional copywriter that is open to doing some work, but they need appropriate input, and a contact to ask about domain specific questions	**Action Josh:** set up spreadsheet for copywriting
Testing (Clemens/Sarah)	3b2 done.	**Action Clemens:** Sign up with email, go back to empty shopping cart, sign up again to fail out of the flow, then check if you can pay through the email.
Wordpress transfer	Launched.	**Action Josh:** Add (preview/banner) image guidelines to janitor guide

3. Plenary discussions/decisions (60 mins)

If any discussions arising 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
Unoeuro communication	What needed to be said to them?	Josh has sorted it. They wanted to know when we clean up the virus so they would unblock us, Josh has done so. Kbhff DNS is now pointing to janitor rather than unoeuro. Unoeuro contained wordpress and opskrifter. Wordpress is now deleted, opskrifter has its own DNS entry.
3d alert email kasse not closed	We have a card saying that we want an alert email when the kasse wasn't closed, but Sarah doesn't think we actually want that See discussion here: https://trello.com/c/CVFnW18G/177-p3b2-kasse-front-end-for-kassemester	**Action Josh:** remove kasse alert email from budget
Test.kbhff vs website.kbhff		Website.kbhff.dk no longer exists, it is now kbhff.dk New functionality is on test.kbhff.dk on Martin's server, this is where the board should go to test stuff Kbhff.dk has real data, test.kbhff.dk has new functionality.
User vs member in janitor		A member is an extended version of a user, You can have users which aren't members (e.g. administrators) If you sign up normally, you will be a user and a member. If you sign up through janitor's user interface you will be a user only.
Character issues	Æ, ø, å: Excel file download from bogholder and KÃ¸benhavns FÃ¸devarefÃ¦llesskab - in emails	The mails claim to be utf-8, This seems to be a problem of talking to mailgun in a language it understands.
Kontingent renewal	Janitor says they expire hard-coded on may 1st 2020	There is a renew-subscription script that will create a bunch of orders for kontingent renewal, run manually. There is also a script that would reset expiry-dates.
Technical skill writeup		**Action Josh:** Write down what what know-how is needed to work with current setup / deploy a copy of kbhff

Action Clemens: make doodle