IT Steering group meeting #47 – April 30th, 2020

Venue: zoom
Present: Clemens, Josh, Sarah

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 #46:
https://docs.google.com/document/d/1vu3kNCymNcWl7tv6BJOuU6K0VL9Wm8_5dphg4ob3wrw/edit?pli=1#heading=h.ectkllcfbdjn

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
Julie	The wiki has been updated (meeting minutes, description of group, members, recruitment, status of development, etc.)	The budget has been shared on the wiki as well as the video for phase 3b2 completion made for the board by Sarah.
Julie	Picture of the mushrooms taken for the svampepose and edited by Clemens.	

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)	Have been robbed - dev is frozen for a few days	
Feature planning (Josh/Julie/Mads)	Martin is too busy right now, hope to meet soon to plan P3d	
Text writing (Alex/Sarah)	Josh has made a beautiful document, Susie has made a beautiful baby.	
Testing (Clemens/Sarah)	Everything tested already, so nothing tested since last time.	
Wordpress transfer	Is still fine. Will rename this to "Maintenance of website". Two Indkøbsgruppen and one kommunikationsgruppen person have signed up, They created the first post we didn't create: https://kbhff.dk/ugens-pose/uge-18 They seem to be doing well with the new system.	

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
News post banners	Decisions: 1. Want to have the banner under the navigation bar on all pages 2. Don't want the preview image to show up in the article 3. Add janitor instructions on how to add an image to the post manually 4. Provide a couple of default photos in a drive folder	Rename the beet to kohlrabi **Action Josh:** Add the banner, delete the preview image from article view **Action Clemens:** Edit Janitor guide
Front page wraparound	Ask Martin how to limit the number of posts on the frontpage	**Action Josh:** ask Martin

Action Clemens: make doodle (after the 14th of May)