IT Steering group meeting #48 – May 15th, 2020

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

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 #47:
https://docs.google.com/document/d/1nhsoo8wJb2P-fB9q6HUpgjHtZbqU9YJCrptWG2jRpFo/edit#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
Josh	Some bug fixes are ready for Martin to merge.	

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)	Martin is working on SCA, which is blocking any other work. It "must be done by next week", by their account. Finishing only SCA next week would put us on track for a December-ish release.	
Feature planning (Josh/Julie/Mads)	Still trying to get a meeting with Martin (probably better after talking about additional funds).	
Text writing (Alex/Sarah)	No news	
Testing (Clemens/Sarah)	No news	

Website maintenance	Fixed kommunikationsgruppen not being able to add tags to wordpress, but now they also have permission to add products, which they shouldn't be able to (but this is the current permission system).
	Waiting for Martin to comment on this.
	
	Will draft a update email for all members with news, including Sarah's video, and a call to help out with copyediting for the live website.
	Could be
	    a) a service email
	    b) a newsletter item
	Maybe both.
		Action Julie: Draft service email
		Action Sarah: Contact kommunikationsgruppen about upcoming newletters

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

Additional budget for IT	We have 20.000 additional crowns. Julie suggests using 10.000 to speed up development of phase 3 and 10.000 reserved for phase 4. Somewhere in December seems to be a reasonable deadline for completion, especially regarding the general assembly. Current suggestion: 10.000 for finished before November 6th,then decreased by 1.000 per week overdue, skipping Christmas, last delivery date with payment of 1.000 on January 15th.	**Action Josh:** Run these numbers by Julie **Action Sarah:** Schedule a meeting with Martin before the GA decision.
IT Inbox	Josh asks how to work with the it@kbhff.dk inbox, previously Sarah was using it on her own.	There's not so much stuff incoming, Sarah will continue to handle everything and delegate where needed.
Update on old IT system	Some big update broke a bunch of things. We are slightly afraid he changed the database scheme and the current transfer script might break.	
Vagtplan access	Vagtplanen now moved behind the login, which also seems better GDPR-wise. It is a simple page with a collection of google doc links	**Action Clemens:** Move vagtplanen on the live and test side, too. (No need to copy all the links, because they might change before launch.) Don't remove the genveje link yet.

Action Julie: publish minutes on wiki
Action Clemens: make doodle