

Meeting Minutes for the Meeting number #1 on 17/02/2023 in B214 (FEUP)

1. Attendees

Name	Present (Y/_)
(INOVA+ Representative)	Y
201907284 - Afonso Duarte de Carvalho Monteiro	–
201905337 - Francisco Gonçalves Cerqueira	Y
202202489 - João André Vieira Freitas	Y
202204188 - Luís Miguel Rodrigues Guimarães	Y
201907020 - Marta Cristina dos Santos Mariz	Y
201906712 - Pedro Miguel Sampaio Ferreira Machado	–
201907835 - Ricardo Filipe da Costa Cabral Ferreira	Y
201806849 - Ricardo Gonçalves Pinto	–
202200606 - Temaco Simão Mafumba	–

Modules

M1. Access Management

M2. Communication

M2.1 Automatic Mailing

M2.2 Newsletters

M3. Content Management

2. Discussed Items

- Existing product:
 - **M1**
 - Essential features like authentication and registering
 - **M2.1**
 - Emails can be written, sent right away or scheduled and automatically sent on biological or company birthdays
 - Emails can be sent to registered users only
 - Emails are triggered everyday by a *Cron Job* (at 8 A.M.)
- Desired new features:
 - **M1**
 - Admins should be able to add access to new users
 - Everyone with access can use the platform in the same way
 - **M2.1**
 - An option that allows users to send (and schedule) emails to any address(es)
 - The ability to schedule for any day of the year (and not only birthdays) and the ability to choose a periodicity (e.g. the 1st day of every month)
 - The ability to send to every email address or to specify them individually
 - Multimedia support
 - A more complex text editor
 - **M2.2**
 - Newsletter editor: draw, save as draft, add multimedia content
 - Existence of templates
 - Newsletters have a date associated
 - The ability to schedule or to send right away (similar to **M2.1** but is not supposed to have periodicity)
 - Newsletters visualization should be compliant with Outlook, both web and mobile versions
 - **M3**
 - Distinction between **formal** and **informal** content

- Content may be set as active or inactive
- The display “swipes” between the active content

- Two interfaces for formal and informal content. In the formal interface, even if asked to, it should not display informal content
- We should create these interfaces accessible via two different web links
- Ability to specify duration each piece of content is displayed for
- Support the most media formats possible
- Ability to have a “frame” around the displayed content
- Templates (4/5) for “frames”/backgrounds (different for formal and informal content)
- Filter search (by active/inactive, by formal/informal)

- Other notes
 - The plugin used for text editing in **M2.1** is already very flexible
 - Mailchimp as a reference for **M2.1**
 - Mailtrap for testing
 - Docker for development and deployment
 - Logo: could be a mixture between the name OurLive and Inova+ logo