

## Meeting Minute #4

on 13/04/2023

### 1. Attendees

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

Modules	
<b>M1.</b> Access Management	
<b>M2.</b> Communication	<b>M2.1</b> Automatic Mailing
	<b>M2.2</b> Newsletters
<b>M3.</b> Content Management	

## 2. Introduction

- In this meeting, the new Sprint 2 version was demoed.

## 3. Discussed Items and Decisions

- **M1**
  - After elevating a user to Admin, they receive by email a link with a token in order to set their password.
  - Admins will be able to reset their password.
- **M2 & M3**
  - Sent emails are not editable, but *Draft* emails are.
  - We are able to create emails and edit them by adding text sections with text formatting functionality.
  - We are able to change the sections' display order, duplicate them and save our work.
  - There is a prompt to save when exiting with unsaved changes.
  - The **save** icon should be more intuitive.
  - Email settings (subject, recipients, etc.) can be set. INOVA+ will be able to change the default values.
  - Emails can be sent immediately or scheduled and can be sent to all users or to an arbitrary selection.
  - Periodicity will **only** be for biological and company anniversary dates and these will be the only types of automatic messages.
  - The new expression for variables will be like `${user}`.
  - We currently have 4 fonts and the more used the better.

## 4. Action Points

- Meeting minute #4 and the proposed user stories for Sprint 3 are to be sent to INOVA+ the following day.
- Sprint 2 changes are to be pushed to INOVA+ Gitlab repository.