Meeting Minutes for the Meeting number #2

on 09/03/2023 via Teams

1. Attendees

Name	Present (Y/_)
Raquel Sousa	Y
Hélder Oliveira	Y
Inês Vintém	Y
201907284 - Afonso Duarte de Carvalho Monteiro	_
201905337 - Francisco Gonçalves Cerqueira	_
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	Y
202200606 - Temaco Simão Mafumba	_

Modules	
M1. Access Management	
M2. Communication	M2.1 Automatic Mailing M2.2 Newsletters
M3. Content Management	

2. Introduction

- In this meeting, the RER, which features a collection of user stories, was discussed.

- An internal communications representative (Inês), who was absent in the first meeting, was present in this one.

3. Discussed Items and Decisions

3.1. Actors

- **User**: Generic user that has access to all platform main functionalities such as templates, emails and Web TV Contents.

- **Administrator**: Responsible for the management of users.

3.2. M1

- Administrators are able to **login to the platform** and then manage user access.

- **Adding access to a new user** triggers a **registration email** send.

3.3. M2

- Automatic email uses dates (biological and company birthdays) present in the database while newsletters use a customizable one and are not recurring.

- Our proposition is not restrictive in the case of email/newsletter scheduling, since it uses the same tool for both emails and newsletters and regards emails as an instance of a newsletter with a simpler structure.

- Templates are a must-have for newsletter making, while the only essential feature for emails are text support.

- Content creation will feature a set of sections (e.g. headers, images, body of text, etc.) which can be added, removed and edited as desired.

- Template creation can start from a blank "project" (no sections at all).

- Different text fonts will be provided.

- Newsletter media content is limited by the email service. Video/gif playback is desirable but not guaranteed to be a feature.

- The sender name and email address can be customised regardless of the account logged in at that moment.

- Emails/Newsletters can be in different states: *In Edition*, *Scheduled* or *Sent*. After editing a *Scheduled* email it changes to *In Edition*.

- Sending test emails was agreed to be an interesting feature.

- The use of link redirecting will be a feature.

- Reusing a *Sent* email can be done by duplicating it which creates a copy in the *In Edition* state.

- Duplication of sections (in an email/newsletter) can also be done.

- Section templates as a way to copy sections between "projects".

3.4. M3

- Our proposition for the **M3** was more complex than INOVA+ originally idealised, but it was approved.

- Content to be displayed can be created in the same way as emails/newsletters.

- Its display can be enabled/disabled and its order in the display can be set.

- Content is classified as either formal or informal, and informal content cannot be displayed in the formal display.

- Interaction with the displays is a desirable feature.

3.5. Other Observations

- Sections and templating are common between **M2** and **M3** which makes them valuable early features.

- Project logo should be inspired by INOVA+ logo.

4. Action Points

- Meeting minute #2, RER and the proposed user stories for Sprint 1 are to be sent to INOVA+ the following day.

- Project commits are to be pushed to the Gitlab's repository at the end of every sprint.

- User stories chosen for each sprint are to be sent to INOVA+ at the start of that sprint.