Meeting Minute #5

on 04/05/2023

1. ## Attendees

Name	Present (Y/_)
Raquel Sousa - INOVA+	-
Hélder Oliveira - INOVA+	Y
Inês Vintém - INOVA+	Y
201907284 - Afonso Duarte de Carvalho Monteiro	_
201905337 - Francisco Gonçalves Cerqueira	Y
202202489 - João André Vieira Freitas	_
202204188 - Luís Miguel Rodrigues Guimarães	-
201907020 - Marta Cristina dos Santos Mariz	Y
201906712 - Pedro Miguel Sampaio Ferreira Machado	Y
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. Introduction

- In this meeting, the new Sprint 3 version was demoed.

3. Discussed Items and Decisions

- **M1**
  - ◦ Users are now able to reset password
- **M2 & M3**
  - ◦ There are multiple new fonts available in the editor
  - ◦ We are able to add images and links to emails
  - ◦ It is possible to add a background colour to a section
  - ◦ We are able to activate and deactivate sections
  - ◦ It is possible to send a test email to a provided inbox to view the final email
  - ◦ It is possible to create group sections and add and delete sections from the group
  - ◦ There are three types of templates: email template, group section template and section template. We are able to choose "create from template" for each of these types.
  - ◦ Now there are new automatic emails, one for birthday and the other for admission anniversary. We agreed that these will be moved from the email campaigns page to the automatic messages page.
  - ◦ Due to the curricular unit tasks the next sprint will have fewer developers available, despite this it was agreed that implementing the WebTV content features were necessary, even if with lower quality due to the circumstances.

4. Action Points

- Meeting minute #5 and the proposed user stories for Sprint 4 are to be sent to INOVA+ the following day.
- Sprint 3 changes are to be pushed to INOVA+ Gitlab repository.