

Meeting Minutes for the Meeting number #3 on 23/03/2023 via Teams

1. Attendees

Name	Present (Y/_)
(INOVA+ Representative(s))	Y
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	
M1. Access Management	
M2. Communication	M2.1 Automatic Mailing
	M2.2 Newsletters
M3. Content Management	

2. Introduction

- In this meeting, a demo of Sprint 1 was shown.

3. Discussed Items and Decisions

- **M1**
 - In the demo, the different access permissions between admins and super-admins were shown: super-admins have admins' permissions but can also elevate admins to super-admins.
 - Converting an admin to a super-admin should not remove them from the users' database, *i.e.* they should still receive admission and biological birthday emails.
 - Users table will have an additional column in order to distinguish admins from super-admins. We will also be able to view them in different tabs.
 - New admins should receive by email a link with a token in order to set their password.
- **M2 & M3**
 - In the demo, a new tab as well as the CRUD (create, read, update and delete) of email campaigns was shown.
 - After creating an email, the author is automatically set to the logged user.
 - It is already possible to revert the state from *Scheduled* to *Draft*, edit the email name and description and duplicate them.

4. Action Points

- Meeting minute #3 and the proposed user stories for Sprint 2 are to be sent to INOVA+ the following day.
- Sprint 1 changes are to be pushed to the GitLab's repository.
- Giving LGP developers the Fuse template licence key in order for them to be able to download and/or study Fuse examples is to be analysed.