

# Release Process Development Meeting

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## October 22, 2021

Attendees: [David McBride](#) , [Scot Steele](#), [Pankaj Goyal](#)

### Agenda:

- Review M3 milestone tasks and Lakelse status
  - <https://wiki.anuket.io/x/y4p0>
- Meeting time change

### Notes:

- Reviewed requirements and AIs with Pankaj
- ACTION: David to create doodle poll for new meeting time
  - Would 1 pm work? Late for CET, but would enable Walter to attend.

## October 15, 2021

Attendees: [David McBride](#) , [Scot Steele](#), [Al Morton](#), [Sandra Jackson](#)

### Agenda:

- Review M3 milestone tasks and Lakelse status
  - <https://wiki.anuket.io/x/y4p0>

### Notes:

- Reviewed actions from last meeting

## October 8, 2021

Attendees: [David McBride](#) , [Scot Steele](#), [Al Morton](#), [Pankaj Goyal](#)

### Agenda:

- Review M3 milestone tasks and Lakelse status
  - <https://wiki.anuket.io/x/y4p0>

### Notes:

- No progress on updating Jira issues, despite email request last week.
- [David McBride](#) to follow up with Rihab and James regarding RI development status
- [David McBride](#) to send mail to spec team reminding them of M3 requirements
- [Scot Steele](#) to schedule meeting to discuss prelim documentation req for M3

## October 1, 2021

Attendees: [David McBride](#) , [Scot Steele](#), [Al Morton](#), [Sandra Jackson](#)

### Agenda:

- Review M3 milestone tasks and Lakelse status
  - <https://wiki.anuket.io/x/y4p0>

### Notes:

- No RC workstream lead, so not considering RC status for now.
- No high priority Jira issues. However, we need to remind software teams to update issue status and to consider whether some issues should be deferred to a future release (action for David).
  - [Lakelse issues](#)

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- [Apr 16, 2021 \(CANCELED\)](#)
- [Apr 9, 2021](#)
- [Apr 2, 2021 \(CANCELED\)](#)
- [Mar 26, 2021](#)

Sept 10, 2021

Attendees: David McBride, Scot Steele, Emma Foley, Al Morton, Trevor Bramwell, Georg Kunz, Sandra Jackson

## Agenda:

- Discuss release artifacts plan
  - Format
  - Hosting
    - FYI - Sridhar Rao's questions are as follows:
      - (a) What will be the docker registry (for artifact submission) - dockerhub (opnfv - <https://hub.docker.com/u/opnfv> or anuket, no charges), or private (LF pods, maintain our own registry), or every projects maintain their artifacts on their own?
      - (b) How do we submit these artifacts - accounts will be shared with all PTLs, or there will be a separate build machine with account configured? Projects are currently using dockerhub - opnfv. Migration is not a problem for ViNePerf - other projects need migrations if a new (free) account or a private account is chosen.
  - Timing
  - Representation on the website
  - Retention

## Notes:

- Emma Foley suggests that we continue to use the current jobs for publishing artifacts, but publish them to "anuket" instead of "opnfv"
  - Trevor Bramwell says that this could be done relatively easily
  - Needs to be coordinated with updating jobs that pull down artifacts
  - Note that GitHub jobs are already configured to publish to the anuket registry <https://hub.docker.com/u/anuket>
  - Trevor suggests publishing to both GitLab and dockerhub to avoid limitations on dockerhub. Also has the benefit of security scanning in GitLab.
- Artifacts will be submitted through build jobs running on Anuket resources.
- Project Tasks:
  - Change build jobs to reference /anuket instead of /opnfv in dockerhub (should be a simple search-and-replace)
    - Update documentation
  - Create a job to publish to GitLab (plan for after GitLab migration)
- Scope
  - Any project that publishes container artifacts (Barometer, VinePERF, Kuberef (? needs more discussion), NFVBench)
- Artifact Management Plan
  - Format
    - No specific requirements on artifact packaging/format
    - Artifacts are accessible and the documentation clearly explains how to install them and use them
  - Hosting
    - Containers (see notes above)
    - Other artifacts
      - Use Google storage (S3)
      - Emma Foley - there are existing jobs in releng that enable uploading of artifacts
        - Need to be updated to publish to an anuket specific location
      - Download page on website could use URLs to point to documentation and artifacts (important to emphasize documentation first to promote successful installation and avoid confusion)
      - Also publish URLs in documentation
  - Timing
    - Artifacts are prepared between M5 and M6 (see notes on process page)
  - Website
    - Represent releases with pointers to documentation for each project. Do not point to software artifacts. Rely on documentation to describe detailed installation process, along with pointers to software artifacts.

Sept 3, 2021 (Canceled)

Attendees: Pankaj Goyal, Scot Steele, Emma Foley, Sandra Jackson Cedric Ollivier Al Morton Rihab Bandy

## Agenda:

- Discuss any remaining issues with M2 (Aug 31)
- Discuss M3 - Oct 19

## Notes:

- Meeting canceled due to lack of attendees (likely because it's the day before a 3-day weekend)

## August 27, 2021

Attendees: [Pankaj Goyal](#), [Scot Steele](#), [Emma Foley](#), [Sandra Jackson](#) [Cedric Ollivier](#) [Al Morton](#) [Rihab Banday](#)

## Agenda:

- Review status of Lakelse release in advance of M2 on Aug 31.

## Notes:

- Text

## August 20, 2021 (Canceled)

Canceled due to confusion over the bridge info.

Attendees: [Pankaj Goyal](#), [Scot Steele](#), [Emma Foley](#), [Sandra Jackson](#) [Cedric Ollivier](#) [Al Morton](#) [Rihab Banday](#)

## Agenda:

- [RA Review](#)

## Notes:

- Text

## August 13, 2021

Attendees: [Pankaj Goyal](#), [Scot Steele](#), [Emma Foley](#), [Sandra Jackson](#) [Cedric Ollivier](#) [Al Morton](#) [Rihab Banday](#)

## Agenda:

- [RA Review](#)

## Notes:

- There are two bridges listed for the meeting, this causes confusion on joining - needs to be fixed
- Focus on answering the question: Is this testable, as opposed to scoping a particular release

## August 6, 2021

Attendees: [David McBride](#), [Pankaj Goyal](#), [Scot Steele](#), [Sridhar Rao](#), [Georg Kunz](#), [Rihab Banday](#), [Emma Foley](#), [Sandra Jackson](#)

## Agenda:

- [RA Review](#)
  - Discuss review process
  - Prioritize reviews
  - Review [GitHub issue submission guidelines](#)

## Notes:

- Group consensus that we focus on RA2, with RA1 left for offline review.
- Pankaj suggests skipping 2.2 and beginning with section 2.3.

- Emma suggests that we have a mapping between tests and requirements (i.e., which tests apply to a specific requirement)
  - Does this already exist?
- We will initially review only "must", then later review "should" requirements if there is time.
- Reviewed table 2.3 through requirement req.inf.ntw.10.
- Scot and Emma to host next week's meeting (Aug 13)

July 30, 2021

Attendees: [David McBride](#), [Pankaj Goyal](#), [Scot Steele](#), [Al Morton](#)

### Agenda:

- Review M2 Tasks

### Notes:

- Need to organize review of RA1 and RA2
  - Assign review to software project PTLs
  - Break out requirements into tables
  - Conduct standup review with PTLs in release meeting to check progress
  - Al suggests that we discuss in TSC meeting
  - New sections created: <https://wiki.anuket.io/x/3410>

July 23, 2021 (Canceled)

July 16, 2021 (Canceled)

July 9, 2021

Attendees: [David McBride](#), [Pankaj Goyal](#), [Scot Steele](#), [Cedric Ollivier](#), [Jim Baker](#)

### Agenda:

- Review M1 Status
- Meeting canceled next two weeks (July 16, July 23)

### Notes:

- RI lags dependency on RA (i.e., RI depends on previous release of RA)
- RC is dependent on current development of RA
- Cedric willing to be workstream lead for RC1/RC2 based on no changes to CI through the Lakelse release.
- TSC needs to make a decision about RI criteria for release in terms of how much of RC the RI can pass
  - Discuss with TSC
  - One proposal: set a minimum threshold percentage, then publish results with RI release
  - Need to be clear about threshold measurement
- Cedric emphasizes that status/stability of RELENG will affect the success of the Lakelse release
- Next meeting July 30

July 2, 2021 (Canceled)

June 25, 2021

Attendees: [David McBride](#), [Pankaj Goyal](#), [Al Morton](#), [Scot Steele](#)

### Agenda:

- Review M1 Status
- Meeting canceled next week (July 2)

### Notes:

- Discussed status of M1
  - Still missing most project release plans
  - RC/RI planning page is mostly incomplete
  - Schedule for M1 appears to be at risk

- Noted that there is some disagreement/confusion about traceability between specifications and software artifacts (e.g., RC/RI ==> RA)

## June 18, 2021 (Canceled)

## June 11, 2021

Attendees: [David McBride](#), [Jim Baker](#), [Pankaj Goyal](#)

### Agenda:

- Review M1 Status
- Update GitHub with release name string and milestone dates
- Self release process
- Meeting canceled next week (June 18)

### Notes:

- Reviewed status of CNTT/ GitHub
  - Milestones already entered
  - Pankaj added label for "Lakelse"

## June 4, 2021

Attendees: [David McBride](#), [Scot Steele](#), [Jim Baker](#)

### Agenda:

- Discuss [email](#) to team describing M1 tasks. Who are the workstream leads?
- Review [presentation](#) material for release process session at Dev & Test Forum next week
- Update GitHub with release name string and milestone dates

### Notes:

- M1 task email
  - Addressed by Pankaj response to my email
- Dev & Test Forum presentation review
  - Added slide regarding post sign off
- GitHub updates
  - Pankaj unavailable, so deferring to next week

## May 21, 2021 (CANCELED)

Canceled

## May 21, 2021

Attendees: [David McBride](#), [Scot Steele](#), [Pankaj Goyal](#), [Jim Baker](#), [Al Morton](#)

### Agenda:

- Determine processes for milestone processes for M4 and M5
- Discuss self release process
- [Schedule proposal for Lakelse](#)

### Notes:

- Text

## May 14, 2021

Attendees: [David McBride](#), [Scot Steele](#), [Pankaj Goyal](#), [Jim Baker](#), [Al Morton](#)

### Agenda:

- Determine processes for milestone processes for M4 and M5
- Discuss self release process

- [Schedule proposal for Lakelse](#)

## Notes:

- Text

May 7, 2021

Attendees: [David McBride](#), [Scot Steele](#), [Pankaj Goyal](#) [Al Morton](#)

## Agenda:

- Determine processes for milestone processes for M3 and M4
- Discuss Independent release process
- [Schedule proposal for Lakelse](#)

## Notes:

- Release process principles
  - A project or workstream may slip an internal release milestone with TSC approval
  - A project or workstream may be included in the major release after the scheduled release, with TSC approval
    - The project must declare for the Supplemental Release (M7, typically 2 to 4 weeks late) prior to the M3 date.

Apr 30, 2021

Attendees: [David McBride](#), [Pankaj Goyal](#), [Emma Foley](#), [Jim Baker](#), [Scot Steele](#)

## Agenda:

- Determine processes for milestone criteria for M2 and M3
- Discuss Independent release process

## Notes:

- [Al Morton](#) Test projects are fulfilling a list of test cases from the requirements listed in the Reference Conformance documentation
  - Tests that are in the Reference Conformance verify the Reference Architecture /Reference Model
  - End user buy-in – validation of the RC/Anuket Assured badges have value in the acquisition process
  - Traceability: Every test in RC needs to be linked to a specification in RM/RA AND every spec item needs a test

Apr 23, 2021

Attendees: [David McBride](#), [Jim Baker](#), [Pankaj Goyal](#)

## Agenda:

- Review Release Process Milestone Planning and resolve issues
- Determine processes for milestone criteria

## Notes:

- Small turnout this week due to OpenStack event.
- Completed documentation of processes for M1 and started on M2.
- [Pankaj Goyal](#) shared template from Elbrus release used by work streams to document high level scope
- [Gergely Csatari](#) shared process for resolving feedback to specifications using GitHub Issues

Apr 16, 2021 (**CANCELED**)

Apr 9, 2021

Attendees: [David McBride](#), [Ildiko Vancsa](#) , [Pankaj Goyal](#) [Gergely Csatari](#), [Al Morton](#), [James Gu](#)

## Agenda

- Review [Release Process Milestone Planning](#) and resolve issues
- Determine processes for milestone criteria

## Notes

- Text

Apr 2, 2021 (**CANCELED**)

## Agenda

- Review [Release Process Milestone Planning](#) and resolve issues

## Notes

- Text

Mar 26, 2021

Attendees: [David McBride](#), [Al Morton](#), [Karine Sevilla](#), [Olivier Smith](#), [Karine Sevilla](#)

## Agenda

- Review [Release Process Milestone Planning](#) and resolve issues

## Notes

- Reviewed comments in red from [Pankaj Goyal](#)
- Clarified that the milestone table only indicates criteria for meeting the milestone (i.e., tasks finished), not how the activities are accomplished, or when they start. Those will be determined separately.
- [Karine Sevilla](#) suggested adding a task to finalize spec version numbering for M5.
- [Al Morton](#) suggested changing the M1 milestone name from "Release Planning" to "Release Definition".
- After above changes, [milestone plan](#) is at V .19.