11/20/14

Mantevo Framework-level major release checklist

Plan:

Track the common look and feel gap for each proxy app, especially those being released for the first time. Try to do this as the proxy app is developed as possible

Send a release preparation email including to the Mantevo-developers mail list roughly three months prior to release:

1. Set a deadline for developers to submit final tarballs, and an earlier deadline to ask for help with details of the release.
2. A request for developers to firm up the final list of proxy apps to be included in the release (focus here is on new apps). For each new proxy app, request a short description for the website if it isn’t already in the list on the packages page.
3. Request developers of previously released proxy apps indicate if an updated version of their proxy apps will be included in the upcoming release, or if the previously released version is still current.
4. Remind developers to start putting together release notes.
5. Remind developers that copyright must be asserted prior to release.

Set up a series of bi-weekly meetings to discuss the release. Start the meetings about 10 weeks prior to release.

Assist proxy app teams with release preparations as requested.

Do:

Collect release notes.

Update the release notes page.

Add new or updated proxy app descriptions to the packages web page.

Copy the current release onto the previous releases page.

Collect two tarballs, reference and kitchen sink from each proxy app.

Create a draft of an updated downloads page.

Check:

Verify tarballs. This is the responsibility of the development teams, but extra verification may be warranted in some cases.

Verify copyrights. Also the responsibility of the development teams, but double checking may be appropriate at times.

Verify all the links on the draft downloads page are correct.

Act:

Update the downloads page (this is essentially releasing the new version).

Update the packages to denote all currently released proxy apps

Send a note to the Mantevo-developers list informing them that the release is available and asking them to check for any mistakes they see.

Commit tarballs, scripts to the release tarballs repo.

Announce the release:

SC booth, BOF, talk – if applicable

‘Post’ on Mantevo.org

[Mantevo-announce@mantevo.org](mailto:Mantevo-announce@mantevo.org)

Review this checklist for possible changes