2019-01-11 Documentation Subcommitte Meeting notes

Date

11 Jan 2019

Attendees

- sujata tibrewala
- Andrew Wilkinson Qasim Arham

Goals

- Define processes and structure for Akraino Blue print items

Discussion items

Time	Item	Who	Notes

40 min	Documentation Process	All	- Documentation Review: Follow the process for Code Review for Documentation Review
			   a. Document the code and the Blue Print for installing and using
			   b. Have at least 2-3 neutral eye for the documentation review - Documentation structure and guidelines:
			   a. Stages:
			i. **Incubation**- approved and under development Documentation guideline available, use it
			
			ii. **Before going to Maturity**: Release Document, Architecture document, Installation guide, Operational guide, Guide/reference to Test Results (not a separate document but a write up on how to read the lab results)
			
			iii. **Mature** – when deployed in at least one more lab ,
			
			iv. **Revision**: Key learning and Any changes required as per the experience of deploying in the other lab
			
			v. **Core –** when it has deployed in production
			
			vi. **Revision**: Key learning and Any changes required as per the experience of deploying in the other lab

Action items

- ☐ Sujata Tibrewala: Get templates from Linux Foundation for Release Document, Architecture document, Installation guide, Operational guide, Guide/reference to Test Results