The Flux Bug Scrub - Protocol/Process

This document describes the form and structure of a Bug Scrub meeting, as an hour-long meeting that starts by checking in on #flux-contributors, in the CNCF Slack.

The first Flux Bug Scrub meeting was held on June 30, 2021.The meeting is conducted over Zoom, and the Zoom meeting link is shared in Slack at the scheduled meeting time.

The schedule is captured and advertised through the CNCF Flux Dev calendar, where all FluxCD public meetings are generally organized. Bug Scrub meetings are regularly scheduled but the time may vary from week to week, so it's recommended to subscribe to the calendar.

- ❏ Documenting the whole Flux Bug Scrub process in a way that is nice and formal for publication is a long-term goal, these details are rough and these opinions are weakly held. **You** can absolutely still shape the process as we hone and develop it further! There is a history of Bug Scrub events in the CNCF with varying degrees of scale, scope, and formality. Ours is less formal, though it still has a defined process and has supporting machinery, it has not all been published and it is certainly not finished yet.
- ❏ See also: Triage Party and SIG-Node Bug Scrub – these are examples of "finished" published tooling that other CNCF groups have used to scale their events to global / multi-day proportions and gamify the "Bug Scrub" experience. Ours has to run weekly and should wrap up in an hour every week, so has to be somewhat less formal. Still, there is room for growth and our process is continuously improving, so bring ideas!

How it works (agenda)

Introductions

First, when the meeting time is close, a message will be posted in #flux, linking to a thread that lives in #flux-contributors with the 🧵 thread emoji, looking something like this:

"Flux Bug Scrub #0013 is starting soon, please RSVP by checking in on this thread :thread:"
- "Let us know if you have any preference for what repositories we should focus on today."

It helps the organizer to prepare, to know who is coming a bit in advance. If you are a maintainer or community member, please introduce yourself and say a bit about your interest in Flux.

Meeting time arrives

When the meeting time arrives, or within a few minutes, a Zoom link will usually be posted in the channel. If you cannot find the zoom link, ask in the thread, or DM the organizer. (@kingdonb)

We will wait a few minutes so that everyone can start together.

Bug Scrub!

We will proceed as quickly as possible into the Bug Scrub, which starts with a spreadsheet (Google Drive link) that lists open issues in order by "Stale-Age", from all FluxCD repos, both issues and PRs, which will be distributed at the beginning of the meeting in the Slack thread. This format adds structure so we can move quickly without backtracking from week to week. Based on feedback gathered from the thread and from any attendees who are present at the start of the meeting, the listing will be filtered down to about (at most) 100 issues and PRs.

Our goal is to visit as many issues and PRs as we can, briefly skim and understand the issue report as a group (a volunteer will share their screen and display the issue while we discuss), and if possible draw some conclusions about the state of the issue and the next action.

Does it appear to have a resolution already? Can it be closed now? **(If so, close it!)**

If it hasn't been resolved, does it have a label (bug, good-first-issue, area/*, enhancement) and does it make sense? Can a label be applied? **(If so, update the labels)**

Does it provide all the info needed to reproduce an issue, or is there a question we should ask the submitter? (If so, **apply the question label**, someone can respond while we move ahead.)

One of the FluxCD GitHub project members will usually be in attendance, with the Triage role. The Spreadsheet also has several columns for accounting and marking progress. These notes will be carried forward to the next Bug Scrub event, when next week's spreadsheet is prepared.

There is a "Notes" column, but since GitHub Issues are a conversation, notes can usually be added directly to the issue (unless they don't add anything constructive to the issue, in which case we will try not to "ping" issues until they can be moved ahead somehow.)

If nobody has any input, if there is no progress immediately possible or anything to add to the issue, just **update the emoji status** column to reflect that it was visited once, then we move on.

Backstage Prep

The only advance work required is generally preparing the spreadsheet. Take a copy of last week's Bug Scrub spreadsheet, and follow the process outlined by [the flux-pr-review](#) repo.

TODO: polish and publish the "bug scrub prep" workflow (the repo linked above is still private)

TODO: better document the process of generating a new spreadsheet each week

(tl;dr: A script is used to export all open GitHub issues and PRs)

The export dumps all its CSV content into a "scratch" worksheet, then a calculation is done to generate "Stale-Age." We can use this value to sort the issues as described above.

The old worksheet is cloned and hollowed out to preserve the formatting. Last, any status notes or emojis from the old worksheet are automatically copied into every issue that remains open. We use the distribution of prior efforts to inform where we should place our effort this week.