PROCESS:
Community Code Contributions

This document is intended to outline a new process for end-to-end management of code contributions from the Mycroft Community.

Aims:

- Provide an efficient process for all code contributions to the Mycroft project.
- Establish clear expectations on both the project and contributors.
- Encourage broader participation in the project.

Principles

1. All contributions should be reviewed.
2. Feedback provided should be constructive, respectful and made in good faith.
3. Where it is unclear, feedback received should be considered to be made as above.
4. Automate everything we can - let the tools and tests take the first rounds of the process.

TODO in this document:

- Add expected timeframes for all the things
- Update Bug Report / issue template
- Add template for "more information required"
- Update contribution guide to reflect changes

Process Overview

1. Bug Report created or Feature proposed
2. Code contributor reviews [How to Contribute Guide](#)
3. Pull Request made by code contributor
4. CI processes
   a. Pylint
   b. Voight Kampff tests
   c. PR Labelling
5. Initial PR review
   Additional labels are applied, and if appropriate a comment is added to indicate what steps are required to progress toward a merge (up to 5 business days)
6. Human review
   PR's will be reviewed as team members or contributors are able to do so.

Types of Changes

All code changes fall into one of five main categories:
1. Bug Fixes (including documentation changes)
   a. Quick
   b. Complex
2. Code improvements - including refactors, adding documentation or tests.
3. Features
   a. Roadmapped
   b. Proposal / request

Reviewing and merging pull requests should also be prioritized in this order. As such feature requests that have broad Community support will be prioritized over those coming out of the blue.

Bug Report

Bug Reports are to be filed as issues on the relevant Github repository, or made as a new post in the Community Forums Support category.

Minimum information required:

- Platform [Mark 1, Mark II, Picroft, Linux, Docker, Other]
  - If Linux:
  - Operating System:
  - Installation method [git clone, Snap, package manager, other]
- Issue details
  Including an outline of problem and steps required to recreate the problem.
- Supporting information
  May include: log files, screenshots, link generated by Support Skill, etc.

Templates for new issues now live in the .github repo

Feature Proposal

This is too much for a single document - has been split out to its own process:
PROCESS: Feature Requests and Voting

Pull Request

Required information in a pull request (aka PR template)

This now exists in the .github repo

Automatic Triggers

Abandonment

If an author has not responded to a comment within two weeks the PR will be automatically closed. The author may reopen the pull request when they are ready to proceed. However if it is reopened with no new information then it can be immediately closed again.

See template response

Labeling

Important Notes:
- *Terms such as quick and complex are not representative of the work or thought that went into a pull request. We all know that some of the best coding requires changing few characters after significant thought and work.*
- *It is impossible to outline a set of criteria that fits every situation. Where possible examples are given to provide a guide, but it is expected that individual judgement and discretion will be used.*

The color of labels may provide a quick indication as to the broad meaning of a label and the actions required:

Blue (#22a7f0) = Informative label only.
Green (#0e8a16) = On track. Ready for progress by any contributor.
Yellow (#fbca04) = Action required. Input from author or other contributor familiar with the PR is likely required.
Purple (#5319e7) = Team action required. A member of the Community or internal teams likely needed to progress.
Orange (#ff9900) = PR is being intentionally held for some reason.
Red (#b60205) = PR closed. No further action will be taken.

Label	Description	Color
Type: Bug - quick	Bug fixes that are quick to review and the implications of the change are clear and contained. Eg typo's, error handling, etc.	
Type: Bug - complex	Bug fixes that touch multiple points of the codebase or where the change may have other consequences. Eg: adding new classes, changing Messagebus Types, etc.	
Type: Code improvements / refactor		

Type: Enhancement - proposed	New proposal for a feature that is not on the current roadmap.	
Type: Enhancement - roadmapped	Implementation of a feature that is on the roadmap.	
Status: Work in Progress	PR being actively worked on, not yet ready for review.	
Status: For Discussion	Feature proposal in development. Community input and discussion is invited.	
Status: For Voting	Feature proposal to be voted on by the Community.	
Status: To be reviewed	Concept accepted and has sufficient information for code review.	
~~Status: In review~~	~~Has been assigned for review.~~	
Status: Escalated	Requires additional review by experienced member or someone familiar with a specific system.	
Status: Change requested	Some action is required by the author. Eg: revision of the code, addition of tests or documentation, or further information describing the PR and its purpose.	
Status: Approved	PR has been reviewed and accepted.	
Merge after next release	PR should not be merged until after the next release.	
Breaking change	PR contains breaking changes and should not be merged until the next major release is being prepared.	
Status: Not accepted	PR will not be accepted by the project. Clear feedback should be provided as to why it was not accepted and how the author might modify or improve it.	
Status: Abandoned by author	Author has not responded and PR will be (or has been) closed.	
Help wanted	An issue seeking contributors. Should be well defined ready for someone to work on.	

good first issue	Good issue for new contributors	█
CLA: Yes	Author has signed CLA - see https://github.com/mycroftai/contributors	█
CLA: Needed	Author has not yet signed CLA - please visit https://mycroft.ai/cla	█
hacktoberfest	Special tag for Hacktoberfest	█
invalid	Special tag for Hacktoberfest - indicates spam PR	█

Human review

Bug fix

1. Confirm bug exists
2. Perform code review
3. Confirm bug is fixed when change is applied
4. If changes are minimal - merge once approved
5. If changes are complex request code review from other senior members

Feature - Proposal

1. Not ready for review - see Feature Proposal process.

Feature - Roadmapped

1. Confirm feature has been approved for the roadmap
2. Perform code review
3. If you do not have permission to merge or the change is significant and would benefit from an extra set of eyes, request an additional review.

All cases - before merge

1. Confirm new test coverage is appropriate
2. Confirm documentation exists and has been updated to reflect the changes.
   This includes documentation in the code and mycroft.ai/documentation
3. Confirm "CLA: Yes" label added by mycroft-devs bot
4. Confirm PR is being merged to the correct branch
   Either "dev" or the latest core version for Skills eg "20.08"
5. Review list of commits - squash commits on merge if needed

Appendix A: Issue Templates

New Issue template

This now exists in the [.github repo](#)

Response: More Information Required

Hi there,

Response: Issue Abandoned

Hi there,

This issue has been automatically closed because there has not been a response to the question or request made in the last 14 days. We assume that you have resolved the issue, lost interest, or are otherwise busy.

If the issue still exists, you may comment on the closed issue with the requested information, and then reopen the issue.

Thanks
Mycroft AI

Appendix B: PR Templates

New PR template

This now exists in the [.github repo](#)

Response: PR Abandoned

Hi there,

This pull request has been automatically closed because there has not been a response to the question or request made in the last 14 days. We assume that you are busy or have lost interest in this issue.

To have the PR reopened for consideration, you may comment providing the information previously requested or open a new PR.

Thanks
Mycroft AI