Purpose of this document

This document describes the process for technical work we do at P2PU. We'll skip most ideological things, but it is important to remember that with everything we do at P2PU we should be transparent and inclusive (and connect to our core values of open, community, peer-learning).

Project management process

Most projects start off as offline conversations, online discussions, random ideas, etc. That's fine, the process starts when we **decide to do something.**

Every project has a deadline, preferably short. If the deadline is too far in the future the project should be divided into smaller projects.

All projects are on the "Project Pipeline" Trello board (https://trello.com/board/project-pipeline/4ec0f020c137ff072a5d8afa). This board is used to prioritize and plan upcoming and ongoing projects. It's not necessary to include extensive details on project cards in the "Project Pipeline", but they should reflect the status quo.

Once a month we go through the "Project Pipeline" to prioritize upcoming projects, enter new ideas and update finished projects. Discussion about project ideas happens on the mailing list (the community and/or the development list) and is documented on Trello cards once we have reached consensus.

Each project has a project Trello board (linked to from the "Project Pipeline"). During the weekly tech call we go through cards on the project Trello boards.

Project Trello boards have the following lists:

- Unsorted
- Would be nice
- Need to do
- Stuck
- In progress
- Done

We aren't too rigid about the Trello boards and how every project should use them, but a good rule of thumb is that if you are **spending time on something, there needs to be a trello card** for it somewhere.

Weekly tech call

Every week Thursday at 7:00 AM PST we have a VOIP conference call between everyone interested in the technical development.

The purpose of the call is to touch base with everyone and make sure that we are still on the right track and making progress. Anything that is causing a hold up should be discussed during this call.

This call can either follow the PPPI model, or all the currently active projects can be discussed.

The first call of every [??? something missing?] will be used to review the “Project Pipeline” Trello board as mentioned above.

P: Let’s try it, but going through each project board in detail might be too much for the weekly call. Maybe do the details in one-on-one calls (P/DU, DU with each developer). If it’s too much, we can only discuss blockers, problems, and successes in the tech call.

Github

P: Can we be a little more clear, e.g. push changes often, etc.

Before we start, speaking about project in this section refers to a whole software project like lernanta or “The Mechanical MOOC”.

We use github for managing all our source code. Each project has its own repository belonging to the p2pu user on github.

When working on a project, fork the project into your personal github repository. From there you can create branches for features and send pull requests once things are done.

Push your changes from your local dev environment to your personal github repository **at least once a day**. This will ensure that you never lose work and that and that other people can collaborate with you.

Once your work on a branch is finished, submit a pull request to the main repository that belongs to P2PU and get at least **1 other person to have a look at the pull request before merging** it.

We also use Github for tracking bugs. This is different from what was discussed under process. Issues in Github should be restricted to simple things we can implement quickly that does not need any discussion and that doesn’t bring a big change in how things works. [P: Where do we keep UX/feature discussion … all in trello? I quite like trello for that … better than help.]

User support

The point of contact for users of p2pu.org is help.p2pu.org. Here users can ask questions, report bugs, make suggestions - anything basically.

It is our responsibility to move interesting conversations and suggestions to the mailing lists, Trello cards or Github. If a user reports a bug that needs to be fixed in software, create a corresponding issue on Github with the relevant information. (P: or on trello?)

Development mailing list

The development mailing list is focused on technical discussions. Things like how we should implement message queues, how to do single sign-on, etc.

Technical aspects of projects are discussed on the development mailing list. Decisions aren't made in a democratic fashion, but we value openness and input.

We send the notes from the weekly "Tech call" to the development mailing list.

Community mailing list

The community mailing list is used have discussion about new features and other issues that will affect our users in a bigger way. Not for every little bug fix!

The technology we use

We are a small team and we are strategic about what technology we use. We tend to be practical when it comes to the implementation of our idealistic ideas and we choose technologies that we can efficiently use and maintain.

Our tools are built using Django for the backend,

Python, Django, HTML5, Twitter Bootstrap, JQuery, SASS, Celery, OAuth2, REST, JSON.