Old CNCF Governance WG Meeting Notes

These are the historical meeting notes. <u>Current meeting notes are in the new location</u>.

Future Topics

- CNCF-wide CoCC training / support / enablement, incl. Non-punitive approaches to supporting communities

October 5, 2023 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Attending:
- Ali Ok
- Josh Berkus
- Dawn Foster
- Riaan Kleinhans
- Hippie Hacker

Agenda & Notes:
- [aliok] Can I get a review on the improvements to governance review template PR ?
  - Need to be consistent between 'critical' and 'blocker' throughout the document.
  - AI: Ali to update and then we can merge it.

- [aliok] Open governance reviews - any help needed?
    - [Karmada](#)
        - Open issues with project governance, but they aren't quickly resolvable, so we should just merge it and update it when the project cleans up their owners files and a few other things.
        - AI: Josh to review how we've worded the section about inactive maintainers before we merge it.
    - [CloudEvents](#)
        - They have updated their governance and Josh needs to take another look. Mostly they have sections that need to be rewritten for clarity and to make it easier for people to understand. Josh is working with the project directly to make changes to their governance. Ali will try to have a look to do a review.
        - We can merge it now and then update it later when they've updated their governance.
        - AI: Josh to take one final look at the assessment before we merge it.
- [aliok] Any action for https://github.com/cncf/tag-contributor-strategy/issues/471 ?
    - "Glossary definition of Project Maintainer overstates the terms usage in CNCF"
    - On hold pending a TOC decision. We'd like to move away from the legacy term "committers" which isn't well understood in a git environment where everyone is a committer. We need TOC guidance before we update it.
- Self-Assessment Guide
    - Links:
        - [Template](#)
        - [Guide](#)
    - Working in a feature branch now. If you have more content / suggestions, submit a PR into that branch.
    - It's consistent with the moving levels task force who are working toward having a single self-assessment guide with governance and the other assessments required for moving levels.
    - We should do this now - we don't want to hold it for the moving levels task force. We can roll it into their work later, but use it now for assessments until they have finished their work.
- [DF] [Project Board review](#)
- [DF] Squashing commits - any objections?
    - Riaan to look at our options in more detail before we make this change. What becomes the default if we remove merge commits
- Open Issue/PR Review
    - [Issues](#)
    - [PRs](#)

September 7, 2023 Meeting
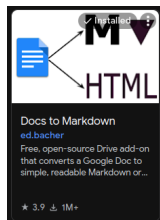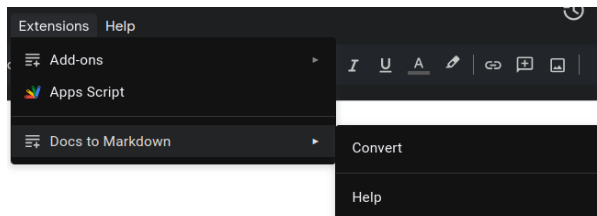
Attending:
- Ali Ok
- Josh Berkus
- Riaan K.

Agenda & Notes:
- Discuss Governance review process [issue]
  - Makes sense when the dependencies are available, such as self-evaluation guide
  - Steps:
    - 1. Project fills out self-evaluation guide (gdoc) (anything)
    - 2. Member of Gov WG does review (gdoc) (open PR)
      - Member needs to check the self-assessment and also the governance
      - Some stuff can't be so obvious for a project maintainer, such as missing docs (even though the governance is in a good shape)
    - 3. Project responds to eval (gdoc) (PR comments)
      - What do we wait for between steps?
        - We can wait for short fixes - things that can be fixed in a week
      - But if there are bigger changes needed, we merge with the issues reported and later the project can ask for a new review
    - 4. Revise eval, revise PR (md) (revised PR)
      -
      -
    - 5. Liaison (& sponsor?) approve PR (md)
  - Gdocs problem with vanishing comments

- Flag for liaisons as well
- Should it be a PR from day one?
- PR is probably better
- Problems with PRs
  - Can't add long narrative
  - Threaded discussions are very hard to follow
  - notifications are not great
  - May not be able to revise, ask Robert K
    - Self-evaluation as separate PR going into self-eval folder?
    - Self-eval doc is separate
- How does tag-security handle this?
  - Does not rely on self-assessment
- Decision: will be PR from start of self-eval guide
- New plan:
  - 0. Project creates an issue in TAG CS repository
    - Using a special GitHub issue type
      - GitHub issue template gives instructions
        - Self assessment template
        - Self assessment guide
  - 1. Project maintainers do the self-evaluation, and send a PR to TAG in a special "self-evaluations" folder.
  - 2. TAG members review self-evaluation, ask questions, but don't alter. They merge when the project maintainers are happy with their self assessment.
    - TAG members might need to explicitly state that this is a self assessment and we're happy to store these for projects.
  - 3. TAG members do their own review, using the self-assessment as the basis. They open a PR with the "official" tag review.
  - 4. Project (and sponsor) responds to eval (PR comments)
    - At this stage, we can wait for short fixes - things that can be fixed in a week.
    - But if there are bigger changes needed, we merge with the issues reported and later the project can ask for a new review.
    - With self evaluations though, we think issues would be identified earlier and there will be less time spent in this wait-for-fixes stage.
  - 5. Revise evaluation, revise PR
  - 6. Liaison (& sponsor?) approve PR
  - Notes:
    - We wanted to separate the self assessment PR and the TAG review PR as:
      - We didn't want to alter the self assessment output (the name suggests it is a more personal thing).

- - - ○ There are issues with revising the PR contents, for example for volunteer reviewers
    - We didn't want to use Google docs when interacting with projects because comments can be deleted and the whole thread will be vanished
  - Gov review self-evaluation guide [issue]
    - Some content that can be in the guide is available in this PR
    - Need to make it clear that help is available if they need it
    - Online documentation guide
      - That goes to contribute.cncf.io
      - Instructions will be in the guide, the template will be "lean"
      - Similar to Governance template docs
      - Feature branch
  - Recent Evals
    - Karmada
    - Cillium
    - CloudEvents
  - If we have time:
    update setting.yml file removing user access list #511

August 3, 2023 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RIRWdkl1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Attending:
- Dawn Foster
- Riaan Kleinhans
- Hippie Hacker
- Josh Berkus

Agenda & Notes:
- [aliok] I am on PTO, but, it would be great if you can check my comments on these issues:
  - Flatcar governance review
    - Going to update the report based on changes, as recommended.
    - However, I think ideally, we should've waited until TOC liaison to comment on the report, before changing.
    - It is ok in this case as there's a "Must-fix", but in the future, if we need to do the reevaluation every time the governance changes, the report won't get merged until everything is fixed.
  - Governance self-assessment (new)
    - For the long run

- - - Much better to have projects do the self-assement first
- Template for Governance Reviews review
  - Needs to be followed by process doc
- Upcoming Gov Reviews
  - [aliok] [Karmada governance review](): going to start after PTO
  - [craigbox] was there an update on Istio's governance review? Josh is working on this one.
  - [Update Cillium review]() - Dawn to work on this
    - Added an issue for it and moved it to assigned in the project board: [https://github.com/cncf/tag-contributor-strategy/issues/477]()
  - Cloud Events: [https://github.com/cncf/tag-contributor-strategy/issues/478]()
  - Not yet!
- Open Issue/PR Review
  - [Issues]()
    - Roadmaps as a way to encourage contributions [#329]()
      - Create a [document]() for review, after initial review I will make it into a PR.
      - Need to review/add from a governance perspective
  - [PRs]()
  - Working on Conformance for Istio & Knative
    - Someday we need a general doc on how to do conformance

July 7, 2023 Meeting

[https://zoom.us/my/cncftagcontributorstrategy?pwd=Tnl0WU9Eb2I1RlRWdkl1R0k1WkZXUT09]()
10:00am PDT / 1700 UTC

Attending:
- Josh Berkus
- Ali Ok
- Danielle Tal
- Thilo Fromm
- Riaan Kleinhans

Agenda & Notes:
- Open Issue/PR Review
  - [Issues]()
  - [PRs]()
- 1st item: Flatcar Governance Review: https://github.com/cncf/tag-contributor-strategy/issues/392
  - Have adopted the Maintainer governance
  - Need to link from DD, write shortform gov review

- ○ TOC is deciding in August
- ○ Links mentioned in the call:
  - ■ [Community | CNCF Contributors](#)
  - ■ [CLOTributor](#)
    - ● Related: how to make FlatCar tickets show up in CLOTributor: https://github.com/cncf/clotributor#how-it-works
  - ■ [Contributor Growth | CNCF Contributors](#)
  - ■ Adding tags - help wanted, documentions,
  - ■ https://contribute.cncf.io/maintainers/community/
  - ■ Maintainers Circle: https://contribute.cncf.io/about/maintainers-circle/
    - ● Dates are outdated, but there's still good information
  - ■ especially the "framework" is pretty good --> https://contribute.cncf.io/maintainers/community/contributor-growth-framework/
  - ■ Tip on the "help wanted" label format: (we had it wrong) https://github.com/cncf/tag-contributor-strategy/pull/453
    - ● Help wanted labels make issues visible here: https://clotributor.dev/
- ○ Tweet about Flatcar's submission progress towards incubation when template is filled (please tag @flatcar on twitter and @flatcar@hachyderm.io on Mastodon)

- ● 2nd item: [Project board](#) progress
  - ○ Automatic adding of issue and PR to the board under "new"
  - ○ Want to make sure we label all issue and PR without labels
  - ○ Want us to move all issues out of "new" and groom for stale issues.
  - ○ Update labels for help wanted and wg/maintainer-circle

June 1, 2023 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
10:00am PST / 1800 UTC

Attending:
- ● Josh Berkus
- ● Dawn Foster
- ● Dave Sudia
- ● Riaan Kleinhans
- ● Ali Ok
- ●
- ●

Agenda:
- ● Nominations for new Tech Leads

- - Ali OK – in charge of website
    - Riaan – Github & Roadmap
    - Next: send to TOC
- [dawn] Governance Review Requests:
    - Istio: https://github.com/cncf/tag-contributor-strategy/issues/414
        - Governance review isn't a formal requirement, but the TOC has been asking for it, but we've never done a review on Istio governance. Their existing structure has some legacy stuff from before the CNCF.
        - A while ago there was a discussion about having a soft requirement to have stable governance for a year before applying for graduation as a way to prevent people from creating their governance model a few days before the application, but now this has been taken as not making any changes, even punctuation, for a year before graduation, which was not the intent. We need to clarify this, but minimal governance docs will be required coming into the CNCF. This would prevent people from coming into graduation with brand new governance. We want people to evolve their governance as they progress.
        - AI: Josh to create the first pass doc with recommendations and send to the rest of us for review.
        - AI: Josh to work on a template that we can use for reviews that would make sense for things just coming in vs. graduation.
    - Notary Governance - for context see https://github.com/notaryproject/.github/issues/29 and https://cloud-native.slack.com/archives/CT6CWS1JN/p1685541073719859
        - Let's wait a bit until they do contact us
        - AI: Dawn to update the issue with contact / meeting details - done!
    - Telepresence: https://github.com/cncf/tag-contributor-strategy/issues/427
        - AI: Dawn to start this one.
- Project board grooming. There are 14 issues tagged with "wg/governance"
    - Can we move them out of the "New" column onto the board?
    - Are there "Stale" issues that should be closed?
    - Are the "Assigned people" still valid?
    - One step at a time. 😃
    - AI: Riaan to work with Rob on permissions.
        - Feedback from Rob:
            - Might be fixed by: adds TAG Contributor Strategy Teams #219
- [dawn] Discuss how to progress on Suggested improvements to the incubating/graduated levels · Issue #366 · cncf/tag-contributor-strategy · GitHub
    - Need to clarify scope - need a clear set of goals for what to accomplish.
    - Can we get a CNCF staffer to facilitate this to bring the various opinions together.
    - AI: Dave to drive getting it scoped with Emily and seeing if we can get a staffer to lead it.
- [aliok] Elections - Elekto is not the official CNCF recommendation?

- - https://contribute.cncf.io/maintainers/templates/governance-elections/#election-procedure
    - AI: Ali to reach out to Robert about CNCF hosting Elekto. Elekto might need some work, but ask CNCF to put it in the backlog
    -
- [aliok] Encouraging diverse backgrounds and underrepresented groups in Mentoring programs
  - https://github.com/cncf/mentoring/pull/1005#issuecomment-1564981983
  - The diversity piece should be in a separate PR. We need to think carefully about this because we would need to gather this data and there would be PII (personally identifiable information) implications that we'd need to discuss with the CNCF.
  - We try to get more diverse candidates via LFX, but we don't have good demographic data right now because of the above issues.
- Victor Lu: attending metagov meetings
  -

May 4, 2023 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
10:00am PST / 1800 UTC

Attending:
- Josh Berkus
- Aaron Schlesinger
- Ali Ok
- Amye Scavarda Perrin
- Catherine Paganini
- Dave Sudia
- Dave Zolotusky
- Dawn Foster
- Jay Tihema
- Jeffrey Sica
- Nate W.
- Uchechukwu Obasi
- Alexandre Nicastro
- Kent Rancourt

Agenda:
- In Memoriam: Carolyn Van Slyck
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April 6, 2023 Meeting

Attending:
- Carolyn Van Slyck
- Amye Scavarda Perrin
- Josh Berkus
- Doug Davis
- Emily Fox

Agenda
- [Elections governance template](#) review
  - This documents the last governance template, then all will have docs!
  - We don't want to be recommending CIVS to projects
  - Josh is working on a document that explains how to run an election and once we have that we would link to it from this doc
  - Lazy consensus is a link at the bottom but not referenced in the document. We do have "decision process", but no link to it. We should evaluate which links are at the bottom and if they are used.
  - We want to encourage projects to document their decisions, and lazy consensus is sometimes used to or results in less documentation than we want.
  - KEDA governance said they vote on all things (they don't) so we want to get people to document how to vote and when, making sure it's accurate and doable. We want to be more explicit on different _kinds_ of decisions and how best to vote or document the decision. What requires an actual vote and when the lack of objections (lazy consensus) is sufficient.
  - Do we want to make "anti recommendations" in this doc? "You can't elect everyone all at once". It's more of an explanation of the alternative to staggered elections. We just need to clarify that it's an alternative in the template/howto guide.
  - We'd like to have this doc merged before kubecon if possible
  - The only change to the template itself is removing the inline comments from the template and moving them to this new instructional guide for the template
- [Roadmap items](#)
  - (read through the suggested roadmap from the issue above)
  - We aren't doing a formal governance review yet, we need to get TOC approval of our process and then graduated projects would get this review
  - We aren't doing reviews of contributor / community health because we don't have enough people to staff that yet in the TAG

- We need to discuss at the TAG level how to recruit more people to help work on action items, and find more leads across all WGs.
- WG for Matriculation Levels
  - Want to make sure that community members who are providing feedback on levels are feeling heard, and we don't want to just rely on surveys to know we are moving in the right direction.
  - Ask TAG to establish a WG to facilitate the community feedback / discussion. Needs to be a collaborative space, where we can suggest changes to the levels, need to get consensus in the WG first before proposing upwards, giving people 2 weeks to provide feedback.
  - Will be a public comment process as we revamp the process. We want to make sure that we have equitable, async access for people to provide feedback and contribute to the new level requirements.
  - Primary responsibility is data and feedback collection, and provides a concrete proposal of new guidelines/levels/process to the TOC after a review period and we have consensus.
  - Regardless of being a maintainer, SIG lead or new contributor, need an avenue to provide feedback and have your concerns heard.
  - MUST have some TOC members part of the working group.
  - Challenge is getting representative feedback, how do we know that we aren't hearing from the vocal minority or people who recently had a problem. It needs to be a balanced set of recommendations, so we aren't focusing solely on the most recent pain points. We'll need to actively ensure that we are reaching a representative sample and asking the right questions to get feedback on all fronts.
  - We can change level criteria but we don't have to focus solely on them either. It's something we can change, or take into account on how they amplify any leveling pain points.
  - We'd like to have a rough draft by NA KubeCon wrapup.
  - Can collect data from people currently moving or just attempted(successfully or otherwise) moving levels to get feedback on the current levels and pain points / positive experiences.
  - Initially start as a **short term** activity that _could_ turn into a long term activity after we have a long term process to collect and keep in touch with maintainers on how this is working
  - The short term should provide long term processes for keeping the feedback line open, must be sustainable.
  - May be several WG that convene, finish and start up again later.
  - CNCF can help provide resources from their research "department" 🙂, how to setup a research task group, it's more than just a survey. Will still need free form collection / engagements with maintainers from projects.

- - Could engage with ambassadors to find people who are interested in becoming involved and lead (they would have the right experience to help lead this type of activity)
    - Draft a concise statement we can put out to see who is interested. Put it out to ambassadors and TOC (to find someone to help be on this WG)
    - Do we want to send this out before kubecon? We can and then clarify that the time commitment would be late summer/fall.
  - Just because we have this need doesn't mean we have time for it 🙂. This is expected to require time in Aug-Oct, and presented at KubeCon NA.
  - Recommend that we have a place to collect ideas that people have now so that we don't lose momentum/feedback. Let's go with an issue.
  - What falls off our roadmap if we add this to our plates? Something may fall off, we need to understand who is shifting time to work on this.
  - the group should be able to provide a collaborative space for interested community members to recommend consensual improvements and adjustments or even major changes to the Matriculation levels
    - Proposals should reach consensus prior to two week public review.
  - The TOC will take recommendations from the group, the maintainer survey, and in-person conversations at KCCN EU against their Technical Considerations of evaluating projects with adopter input and develop the complete process. Subject to public comment, adjudication, finalization, awareness, publishing, etc.
- Open Issue/PR Review
  - [Issues](#)
  - [PRs](#)

Draft message to TOC

Send: Tuesday, April 11? Or Today

- Statement of what the group will be tasked to create and output
  - Collect balanced feedback on the leveling today, and suggestions for improvements.
  - Ensure that those providing feedback are heard, and that we hear from people/groups who have not provided it yet.
  - Output: Recommendation for the leveling/milestones to the TOC
  - Output: Long term process to how people can provide feedback and how who acts on it/ collects it
- Who we are looking for?
  - Multiple leads (2+) to run the WG for its duration. Not a long term commitment.
  - Someone who is not actively involved in current concerns(?) that have been brought to the TOC. unbiased, no stake in the game, i.e. not someone going

through the leveling process right now? (maybe, I disagree that they shouldn't be involved, we want broad community input - but not in this initial message)

○ Needs experience leading a project or effort similar to the size / scope of this proposed WG.

● Time commitment and when the group would be active, and any timeframe for wrapping up / providing those outputs

○ This will wrap up and not be a long running commitment. If we need to re-engage, we can start up a new WG for a period of time.

TAG Contributor Strategy's Governance Working Group met today to discuss the request from the TOC to take on a review of the current processes for incubation and graduation. We propose a short term task force charged with collecting wide community feedback and suggestions for improvements. This group will be tasked with ensuring that those providing feedback (both positive and negative) are heard, and that we hear from the broader community that may not have had the opportunity to provide feedback yet.

This initial group will be for a limited time engagement, and not an ongoing commitment, as we recognize this is a large task -- we want to make immediate progress to address current feedback.

We're looking for leaders for this group who have experience leading a project like this, with a proposed kickoff in August and presenting working findings in October with a feedback session at KubeCon North America in Chicago. The intent is that this group completes a recommendation to the Technical Oversight Committee at that time, and then disbands, with an opportunity to form further groups as needed in the future.

In the meantime, TAG CS has opened an [issue](#) to field interest and any community proposals around this work.
We welcome your feedback there.

March 2, 2023 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
10:00am PST / 1800 UTC

Attending:
● Josh Berkus
● Dawn Foster
● Riaan Kleinhans

- Ali Ok
-

Agenda:
- Kiosk in the Project Pavillion
  - We were there to talk to the projects in the pavilion
  - Projects ask us for help there
- Approach and next steps for Governance Remediation Process request (https://github.com/cncf/toc/issues/999) See also https://github.com/cncf/tag-contributor-strategy/issues/318
  - Request from Farina
  - On TOC and TAG-CS
    - Will hammer out on TAG-CS, present proposal
  - Two issues, one is missing steps in governance, the other is not following governance
    - These are really two different paths – missing steps is something we can and do correct from written, but not following has to be reported
    - How would not following be reported?
      - Existing conflicts
      - Do we want a reporting step as part of Graduation?
      - Interviews – we don't have the staff
    - Should we require basic gov for incubating, based on templates?
      - It's a discussion we should have even before joining
      - Current is "you need to be working on it"
      - Proposal for new milestones has gov at all levels
    - Process
      - There's a report, issue, comment
      - Assigned to TOC member plus TAG-CS member
      - We need a way to report privately
      - Report → investigation → verdict → resolution
        - resolutions could be: being more diligent following rules, or better documentation, or tweaks to governance
- What milestones do we want to add from TAG contributor strategy for this PR: https://github.com/cncf/toc/pull/997/files
  - Note: this was discussed in the Feb 21 TOC meeting
  - Proposal from Emily:
    - Sandbox: bare minimum governance, how do maintainers happen?
    - Incubating: have (recently) adopted relatively complete governance
    - Graduated: have practiced their governance for a year
  - CoC must be integrated into the governance docs (link to CoC, CoC as reason for removing a maintainer) - start at incubating.
- Add other agenda items here
- Weekly Tweet / Promotions for the TAG

- - Promote KubeCon talks - our panel, Dawn's keynote, maintainer circle.
    - Josh to set up a Mastodon account on foss.social
      - Use TAG leads email: cncf-tag-contribstrat-leads@lists.cncf.io
- Open Issue/PR Review
  - Issues
    - 326: Design proposals, asked Bill for first draft
    - Re-arrange the "github" section of the website
      - get rid of github, get rid of "required"
      - just put templates directory right below the root
    - https://github.com/cncf/toc/issues/1014 for inactive projects.
  - PRs

January 5, 2023 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
10:00am PST / 1800 UTC

Attending:
- Dawn Foster
- Bill Mulligan
- Josh Berkus
-
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Agenda:
- Backstage Governance RFC: https://github.com/backstage/backstage/issues/15317
  - Please provide feedback in the issue.
  - It was based on Envoy, which hasn't worked very well for them in the past.
  - It will be better to base it on one of our new template.
- Weekly Tweet / Promotions for the TAG
  - Upcoming survey blog - not until the 18th.
  - Looking at Mastodon maybe on flossocial
  - Promote the templates again?
    - Particularly: maint gov. Would be good announcement.
- Plans for 2023
  - Documenting the Steering Template
    - AI: Dawn to work on this.
  - Advisory doc on running an election
  - Follow up with CNCF about hosting Elekto
  - Governance reviews for graduate projects - follow up on issue and start implementing it if they say yes. We'll need a doc for how we do these reviews based on what we've already been doing.
    - AI: Dawn to poke on the thread

- ○ Think about growing new leadership and rotating chairs, especially for governance.
- Open Issue/PR Review
  - ○ [Issues](#)
    - ■ Need to scrub all of our docs and make sure they link to the templates, but we should link to the how-to docs, and not the templates directly.
    - ■ Need to rename the github dir on the website, but that will be super disruptive to the PRs.
    - ■ Follow up on multi-org question.
  - ○ [PRs](#)

December 1, 2022 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkI1R0k1WkZXUT09
10:00am PST / 1800 UTC

Attending:
- ● Dawn Foster
- ● Josh Berkus
- ● Victor Lu
- ●

Agenda & Notes:
- ● Revise Maintainer Council template (Josh)
  - ○ Add maintainer removal, edits to charter, appointing SC/CoCC
  - ○ Feedback from using it with projects.
  - ○ Why a maintainer might be removed.
  - ○ Obtaining security reports
  - ○ We can do this as part of writing the full documentation for this.
  - ○ Josh is going to work on this, since he needs it to help some projects.
- ● Raise idea of required Gov reviews for Graduating?
  - ○ This would take some of the load from the TOC.
  - ○ Graduated projects really should have governance in shape and that's a good way to do it.
  - ○ Josh to talk to Catherine, send an email to the TOC and add it to the slides for the Tuesday update.
- ● We've also done some ad hoc advice, feedback for other projects lately. Backstage, Keptn, others. Adding them to the update slide.
- ● "Tweet" of the week – consider using LinkedIn
  - ○ CNCF-related groups?

- ○ Victor to find some LinkedIn Groups for CNCF and related projects. Bring it into a meeting or post on Slack.
  - ■ Also consider creating your own linkedin group.
  - ■ Talk to Mentorship WG
- ○ Would we want to establish a TAG CS account on Mastodon (Hachyderm)? Sounds like a good idea. Josh to ask Carolyn / Catherine about it.
- ● Open Issue/PR Review - nothing new this week. 0 open PRs!!!
  - ○ [Issues](#)
  - ○ [PRs](#)

Nov 3, 2022 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Attending:
- ● Josh Berkus
- ● Jay Tihema
- ● Riaan Kleinhans
- ● Rishit Dagli
- ●

Agenda:
- ● Kubecon Recap
  - ○ Had a medium audience for the Mentoring session, a couple dozen, many potential mentees.
  - ○ Video worked really well.
  - ○ Pod – talked to many projects
    - ■ Josh mostly about gov
    - ■ Hippie got sick on wed
  - ○ No MC
    - ■ Staff & TAG didn't have bandwidth
  - ○ Projects becoming aware that TAG-CS is here if they need advice
  - ○ What kind of gov questions?
    - ■ Usually "we're about to incubate/graduate need review"
  - ○ Catherine went around Pavillion, worked well
    - ■ This is also a good way to talk to/recruit maintainers
- ● Discussion of project maturation, governance, mentorship
  - ○ In the future TAG-CS will review every application
  - ○ Best time to hit projects for mentorship is right after they are accepted into incubating
  - ○ Stats on mentoring success? What % sticks around?

- - - Reluctant to publish because it's discouraging to maintainers
      - 25% is probably maximum
      - Does anyone have papers?
        - Maybe ask GSOC folks?
        - Need to look at contributions linked-in etc.
          - Riaan looking at data, will write something for 2023
          - Jay may also have an intern
      -
  - Ideas for Kubecon Amsterdam
    - Help session for internship prep?
      - And good first issue?
    - Session aimed at mentees?
      - What would we do? What output?
      - How to prepare yourself for applications?
    - Instead of or in addition to speed mentoring?
      - Speed mentoring is mainly about "how do I get started" for prepared people
      - what about other types of mentees
      - prep session for speed mentoring
        - This would be attractive for mentees and mentors
    - Work on onboarding docs?
  - Etcd
    - start with experienced mentees

October 6, 2022 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkI1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Attending:
- Carolyn Van Slyck
- Riaan Kleinhans
- Michelle Nguyen
- Dawn Foster
- Josh Berkus
- Jay Tihema
- Vihang Mehta
- Zain Asgar
- Alexandre Nicastro

Agenda & Notes:
- Project Advice: Michelle Nguyen:Pixie

- - Pixie currently uses BDFL, but moving into incubating, they need a new governance model.
    - They have a governance board, but it's not very active and they'd like to do more.
      - Focused on higher level goals and way to decide future goals for the project and make sure the project succeeds. Kind of like an advisory board with the BDFL being a tie breaker.
      - 2 people from the orig pixie team, 2 end users, and 2 community members
    - BDFLs are concerning to the CNCF because what happens when that person leaves? Need a mechanism to replace that person.
    - You can have a "project lead", but they might be voted in by a council of maintainers.
    - Current BDFL is supportive of changes.
    - Have not had a lot of governing board meetings to date, so they haven't really done a lot. It's more for the future
    - Decide whether what you have not is working well for you, or whether you need a major change because things aren't working.
    - Michelle is kind of a backup for Zain (the BDFL now).
    - Pixie has ~20 major contributors. There are a handful that don't work for New Relic, but most of the full timers are at New Relic, but they are working to get more regular contributors from outside.
    - Having a path to leadership helps get more maintainers and you want people to see a path into leadership for them.
    - Right now all of the maintainers are at New Relic, but trying to bring on another one.
- Orientation / how-to docs for governance:
  - Josh has a couple of things to fix for the federated / subprojects governance template.
  - Dawn to work on the other 2 governance templates.
- Open Issue/PR Review
  - [Issues](#)
  - [PRs](#)
    - Carolyn to get rid of drafts after we merge Josh's PR, since it's not working for us. Josh should sync directly to main, instead of drafts. We don't need approval on this change.

Sept 1, 2022 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkI1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Attending:
- Dawn Foster
- Jay Tihema
- Josh Berkus
- Carolyn Van Slyck
- Alexandre Nicastro

Agenda & Notes:
- Merging the [Federated Template docs](#) (plus [changes](#))
    - Carolyn to review and merge into drafts, but will need to go to main right after so that we can update the templates at the same time.
    - Since we didn't change guidance, we don't need TOC approval.
    - Josh to send to TOC members for review as well.
- [Contributor Survey Draft](#)
    - We've diverged from what we originally wanted to get from the survey.
    - We really want to know why people aren't contributing or aren't contributing now.
    - We have a strong feel about barriers for new contributors, but the barriers for experienced contributors are less clear. We need to be able to give people better guidance on this topic.
    - Right now it's too long and probably doesn't address the questions we really need the answer to.
    - We need to talk to the CNCF about whether this should really be a combined survey.
    - We've reworded a bunch of questions in the doc.
- Open Issue/PR Review
    - [Issues](#)
    - [PRs](#)

Aug 4, 2022 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Attending:
- Dawn Foster
- Josh Berkus
- Carolyn Van Slyck
- Hippie Hacker
- Catherine Paganini
- Riaan Kleinhans

Agenda & Notes:
- [Cloud Native Livestream](#) - come up with a plan

- ○ We didn't understand the format.
- ○ It's broadcast on Twitch, YouTube, LinkedIn. Generally members would use it to do live demos. The hosts introduce us, but then we do the rest. They've been very flexible on format, but we have to have a plan. We could do almost anything.
- ○ Questions from people are from rebroadcast comments
- ○ One option is to run it as a panel – one of us asks questions
  - ■ Do chatting and maybe not a specific panel lead
  - ■ Or some chatting followed by something else
- ○ One of us shares something
  - ■ talk through templates etc, do it as a live demo?
  - ■ or: set up a dummy sandbox project
- ○ Or, more of a presentation?
- ○ Is this content ephemeral?
  - ■ It hangs around on the website
  - ■ Could be shorter than 50min
- ○ What about going over how people can participate with the TAG? Like a roundtable
  - ■ Will need to do a sheet that describes each item we want to share and who's going to do it
- ○ Write a tweet to be shared by kubeweekly
  - ■ Josh to tweet it.
- ○ [List of Topics Doc](#)
- ○ Also Hippie has some new stuff for Prow Github actions
  - ■ There's apparently two different projects
  - ■ https://github.com/jpmcb/prow-github-actions is the one that Carolyn has been contributing to
- ● Template Docs
  - ○ Can we merge the Subprojects doc? What's main branch status?
    - ■ Halted merging the documentation for subprojects because of conflicts between draft and main branches. The one in TAG Contrib Strategy is the problematic one. You'll need to rebase / update before merging.
    - ■ We need to do some other updates to get the subprojects template terminology to match the contributor ladder template.
    - ■ Carolyn won't start on the contributor ladder template update until after she's done with the v1 release of Porter. I can sync the doc up then to match governance, or happy to help review the terms in the governance template.
  - ○ How are we dividing up the rest?
    - ■ Dawn to do the maintainer template documentation
- ● [Maintainer succession requirement](#) for Graduated Projects
  - ○ Do we need to update any of the templates?
  - ○ Just adding it to the Graduated, only graduated has diversity etc
  - ○ a subset of the contributor strategy thing

- - - but cs requirement requires a lot more doc
      - needs people working on creating the documentation
      - check in next week
    - Related: Contributor Strategy work Paris is driving: https://hackmd.io/wZleAQC2SPCtQoUzZFNOJw
- Interested in sandbox project process for Pair
  - Go through it and record it and use it as documentation
  - Have lots of cultural things & processes
  - Document all the prep?
  - GH Codespaces doesn't have a cluster under it
    - Pair is very kubernetes
  - Could supply some examples for the documentation
  - Follow-up on slack
- Weekly Tweet
  - Josh is doing the Tweet for the livestream.
- Add your items here
- Open Issue/PR Review
  - Issues
  - PRs

July 7, 2022 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Attending:
- Dawn Foster
- Josh Berkus
- Attila Mészáros
- Nate Waddington
- Jesus Rodriguez
- Christophe Laprun
- Austin Macdonald
- Jonathan Berkhahn

Agenda & Notes:
- KubeCon Maintainer Track submissions due July 11:
  - See ideas here.
    - Deep dive on templates
    - How to prepare a project for Sandbox submission (i.e. the good things to do for setting up a project)
    - **Deep dive on mentoring**

- - - **This is our chosen session**
      - Nate will do it even if Jay can't fly in for it.
      - **Action Item: Josh and Nate** to sync up on description today and tomorrow to make sure it gets submitted by the deadline on the 11th.
    - Recruitment session for our various initiatives -- basically a panel for each WG/Team with a "here's what we do and where you can participate"
- Community strategy graduation requirement
  - Proposal that projects applying for graduation should have some kind of documented community strategy for contributor recruitment and management. This is to address some issues with contributor attrition and other issues in recent projects.
  - Feedback has gone through several rounds
  - Still smoothing out bits in the end
  - **AI: ALL** - provide feedback and continue to build out this doc and turn these notes into a fully documented how-to doc for how to create this community strategy.
  - https://hackmd.io/wZleAQC2SPCtQoUzZFNOJw
- Operator Framework governance help
  - https://github.com/operator-framework/community/blob/master/GOVERNANCE.md
  - CNCF federated template
  - Current situation: Operator framework is an umbrella project for SDK and a CLI, but governance doesn't really address this federation or governance for the individual projects or how to add new projects. FIrst election was a couple of months ago and had issues with definitions about who can vote. Now they've brought down the number of voters so that they can get 50% quorum.
  - Governance doc doesn't really talk about the election. Election of the chairs is a modified call for agreement under charter, but there is no explicit election process. They've made it up as they go along so far.
  - The existing governance doc wasn't really being used, and since the recent election, they have been preparing to do some governance updates. Most of it is not tried. There is general agreement that it needs to be updated.
  - The subprojects template should be a significant improvement. This will provide Josh with incentive to work on the accompanying how-to document to go along with the template.
  - They want to use the subprojects template because there are a couple of other projects beyond the 1st 2 that are interested in joining the project. In the future, they envision having other people write other operator SDKs and join in a similar manner. Want to make sure that the teams who join also have a say and voice in the overall governance of the umbrella project. They aren't married to having the federated subproject structure, but it seems like it might work. Federated works well when subprojects are relatively distinct and separate with different people

working on specific projects, which sounds like what they have now in this project. Some people working on only part of the project are sometimes left out of the decision.

- ○ Decision point: This has governance for the umbrella and for the individual projects. Need to define how the individual projects promote approvers and how they select representatives for the maintainer council. Is it the same across all projects (uniform method is easier to manage), but it has to actually reflect the real leadership structure. Or are the projects so different that they each need individual ways to do this? It's up to the project to decide how to define the subprojects (multiple repos, etc.) The key is to clearly document the subprojects as part of the governance. Need to do what makes sense from a technical standpoint and a project needs - how does the technical decision-making need to happen, and then you can divide things into subprojects in a way that works for you. Fewer subprojects is better than more - better for recruitment and community building. If all of the same people are working together on related things, those might be combined into one subproject.
- ○ AI: Sync up with Carolyn & Hippie Hacker for infrastructure: Right now they are already experiencing challenges with permissions and managing them, and this will get worse as they add more subprojects.
- ○ When defining separate subprojects, look hard at who is working on what and technical interdependencies within the project. Also need to define whether docs and website are also subprojects or where those will be worked on.
- ○ Need to also define how to allocate at large seats for the umbrella project. The CNCF maintainers list might be the people on the umbrella project leadership committee, and not necessarily all of the people maintaining the subprojects. This is something to consider as you make these decisions.
- ○ You can cut things out of the template as needed to make things simpler.
- ○ Bootstrap or continuity section defines how you transition to the new governance to avoid holding elections again right away.
- ○ Need to define eligibility criteria. Most projects use devstats and a threshold of GH activity to determine eligibility.
- ○ You'll need a lightweight contributor ladder to go along with the governance update, but you can start with the template and simplify it for your needs and make sure it works for the types of roles you already have and what they need to do.
- ○ **AI Next steps:** Project to come up with a draft and run it by us again for feedback.
- Open Issue/PR Review
  - ○ [Issues](#)
  - ○ [PRs](#)
-

June 2, 2022 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Attending:
- Josh Berkus
- Alexandre Nicastro
- JTJay Tihema

Agenda & Notes:
- Question about the CoCC – discussed
- Proposed Mentoring WG
  - Hippie is unavailable
  - Propose Mentoring WG with J & Nate as chairs?
    - TOC wants to know what its scope is, and who will staff it
- JT is working on developing program to help NZ folks find mentorship opportunities
  - wants to know what's blocking people, what's required to sustain people
  - create a community of practice around mentorship and mentees working together?
- Tracking participants?
  - Currently don't have any tools
  - Alexandre suggests Hubspot
    - Can help setting that up
- The other big effort is getting projects to list opportunities
  - it takes a lot of reminding and bugging
- Are there reports and data about the need for mentoring?
  - A little from kubernetes – contributor survey & annual report
  - More from academia about mentoring & OSS in general
  - Nobody questions needing mentoring – just whether or not we're good at it
- What about doing a survey?
  - Would be valuable – we don't know where people are right now
  - But would require a lot of effort to get good data
  - do a maintainer's circle about mentoring, attach the survey + other MC activity
- Open Issue/PR Review
  - Issues
  - PRs

May 5, 2022 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Attending:
- Carolyn Van Slyck
- Josh Berkus
- Dawn Foster
-

Agenda & Notes:
- Discuss current suggestion to TOC to change the sandbox process and have our TAG participate in due diligence
  - https://lists.cncf.io/g/cncf-toc/topic/90797632#6926
  - The sandbox process has been simplified, but it's taking a year for some to get approval because they can only do a few at a time and feedback requires more time and revisiting.
  - Do the TAGs get involved in due diligence - discussions on the CNCF TOC mailing list right now.
  - We aren't really better staffed than the TOC, but we could provide this type of feedback.
  - Liz was suggesting a requirement to have a second company involved in the project somehow, but proving this can be challenging.
  - Will the TOC really change this?
  - They are looking at how much time this takes and would like to spend less time on it.
  - The form probably needs to be changed to better match the sandbox requirement, too.
  - There were also discussions about how long someone can remain in sandbox without moving to incubating. Right now there is no time limit. This would be a big challenge to implement and would require a policy change.
  - Some projects may never be right for sandbox (specs, etc.) which are more similar to a WG.
  - Not sure any of the thread amounts to changes - bringing the TAGs back into the process creates staffing issues, and not every TAG has the same staff. Some would be quick, some would take forever.
  - Our TAG review would be fairly simple to decide if it's really an OSS project that other people could contribute to.
  - We would like to add a question to the form to ask about how they plan to build community outside of their company. The important thing is that they have thought about this and have some sort of plan (doesn't need to be a big formal plan). Not necessarily a requirement.
    - What's the path to maintainership for someone who doesn't work at their company.
  - Some projects want to move into the CNCF because another company requires it to participate, but those companies might not be willing to say that publicly.

- ○ Even individual contributors outside of the company can be important, but again it's hard to justify.
  - ○ Contributor ladders are a good place to start.
  - ○ CNCF staff are tracking annual reports and reminding people that projects can be archived if they don't file them.
  - ○ We'd like to participate before a decision is made, but the thread is all over the place, and they might appreciate input.
  - ○ Carolyn will chime into the thread with some suggestions from the TAG.
  - ○ Right now the process for projects to answer the questions isn't clear.
  - ○ We would like to see more documentation about the sandbox process with examples of how to fill out the form and then follow up on the next steps. This might save time from the TOC to have a better, streamlined process and be easier for the projects, too.
  - ○ Our checklist would be a good starting point: https://github.com/cncf/tag-contributor-strategy/blob/5e29ee64c52c6316bcc5f5b3b54d4231b5e51a42/website/content/maintainers/governance/paperwork-checklist.md
  - ○ Carolyn to work on the checklist to clean it up and get it approved by the TOC, not just the liaisons. We need to put more details into it.
- ● Templates with How-to webpages:
  - ○ It's more than pulling the comments out and moving them. We need a lot more description and guidance.
  - ○ It's a lot of net new text.
  - ○ Carolyn is happy to review language.
  - ○ Dawn to start with maintainer governance template
  - ○ Josh to start with subprojects template
  - ○ We also need an explainer to help people navigate which one to choose.
  - ○ Make sure we leverage "additional reading" links for things that don't belong in the template, but are useful info for people to have.
- ● We've seen some resistance from some people about using our templates:
  - ○ Is it because they think they are specific to CNCF?
  - ○ Is it because they think of GH just as for code and not think that these templates are for them?
    - ■ We can render the templates with the how-tos on the website to make them easier for people to use.
- ● Open Issue/PR Review
  - ○ [Issues](#)
  - ○ [PRs](#)

April 7, 2022 Meeting

Attending:
- Dawn Foster
- Josh Berkus
- Hippie Hacker
- Carolyn Van Slyck
- Jay Tihema
- Paris Pittman

Agenda & Notes:
- PR/Issue review - https://github.com/cncf/tag-contributor-strategy
  - Closed out the values issue #111
- Paris - graduation requirement for community management strategy
  - https://hackmd.io/wZleAQC2SPCtQoUzZFNOJw
  - https://github.com/cncf/tag-contributor-strategy/issues/43
  - push on community management both upstream and downstream
  - maintainers who get to the stage of non wanting to do management anymore
  - Keeping things fresh is not part of governance, and it's one of the hardest things of opensource. We need to be intentional about it.
    - Needs to be drawn out on some type of operations.md
    - So they have graduation criteria
  - -Carolyn : What are we hoping they will accomplish, with this additional checkbox.
    - Will this plan address that?
      - Main criterion: **avoiding burnout/lack of replacement**
    - Does this help ensure continuity of?
      - How do we connect what they provide with continuity, to meet the main criteria.
    - Having the WHY super clear may help.
    - Main goal is to have them think about it
  - We try to avoid Prescribing Governance
    - Having a simple 'contributor ladder' may just be a checkbox
    - TODO: How to Administer? (needs more thought)
  - As more people come into the sandbox
    - At this level it could fall down at any point
    - More ways to give projects : We know this is a really good way to attain continuity and avoid burnout
  - Easy for Heavily Sponsored Projects to create a Document
    - Without fulfilling the intent
    - During ToC graduation, we don't want the ToC to dig

- - Maintenance is a thing, slack, twitter, guidelines
    - Needs a concerted effort to maintain!
  - What could this guidance look like?
    - GRaduation requirements is a checklist
      - Adds a bullet
    - This Hackmd is the Guidance for that bullet
    - Not prescriptive as to what is done
      - Just that SOMETHING needs to be documented
    - Engineer + Doc heavy currently
    - Maybe as similar as a contributor ladder
    - ROLE: community manager from sponsoring org or CNCF
    - SIG involvement
    - TAG-CS to evaluate it in the DD
  - The WIN for me (and helps the CNCF know which PRojects have what needs)
    - If nothing else, it makes projects think about their contributor strategy and hopefully identify gaps and areas to improve.
    - Money / Time
    - Good type of inventory
  - Carolyn: People are supporting multi-million dollar companies by these creating projects… but it's not yet sustainable. Want to help provide them strategies to succeed, and…. Setting individuals up for success including when they move on.!!
- Hippie - Mentoring Initiatives
  - We should sync with Nate Waddington (CNCF) - he's in the process of migrating this effort https://mentoring.cncf.io into this TAG as a new WG.
  - Need to draft WG charter … hh, Jay, nate, and josh should sync on this.
- Hippie - CNCF Community Infrastructure?
  - WG-CI ?? or something else
  - cncf.io/credits => cncf.ci/brief
    - Identifying Github Actions that are helping manage community
    - Carolyn was looking at how to share information across projects about how to handle various common technical tasks
    - This CI site will share common practices
  - WG already exists, the proposal is just moving it under TAG-CS.
    - Will need to talk to TOC
  - Goal is to provide self-service infrastructure for projects
    - Including Elekto
    - Governance as automation

March 15, 2022 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkI1R0k1WkZXUT09
Attending:

- Dawn Foster
- Josh Berkus
-

Agenda & Notes:
- PR/Issue review
- New Template repo PR needs a review and merge:
  https://github.com/cncf/project-template/pull/22

March 1, 2022 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=Tnl0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
Attending:
- Dawn Foster
- Josh Berkus
- April Nassi

Agenda & Notes:
- Geo / timezone issues that a lot of projects are struggling with:
  - With a global community, meetings for decision-making are problematic.
  - You really need to make things more async, but people struggle with it.
  - K8s contribEx do some Slack meetings, but it's been hard and hasn't worked well doing it in Slack.
  - Is there any basic guidance we can give from the TAG?
  - As we get more contributors from Asia, sync communication becomes problematic.
  - Alternating meetings works for some communities, but not others
    - but folks need to be in both meetings and there needs to be some crossover for continuity
  - If projects are using slack, they need paid/archive version
  - Make use of github – issues, project boards (CI Signal K8s)
    - Github is interested in new tools for projects
    - Github discussions not recommended
  - **ACTION ITEM**: We could provide some basic guidelines in a doc.
  - Things to replace about meetings:
    - TODO by meetings - meetings remind us to get work done to show progress.
    - Drop-in for folks trying to get attention
      - Replace with triage
- PR/Issue review
- PR for Template updates - waiting for TOC rep review - we'll do this after we get assigned new liaisons: https://github.com/cncf/project-template/pull/18
  - Dawn to email the TOC to get another person to review.

February 15, 2022 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=Tnl0WU9Eb2I1RlRWdkl1R0k1WkZXUT09

Attending:
- Dawn Foster
- Josh Berkus
- Alexander Knorr
- Ihor Dvoretskyi

Agenda & Notes:
- PR/Issue review
  - Tweets: https://github.com/cncf/tag-contributor-strategy/issues/153
    - CG has sussed out how to put stuff into the pipeline
    - One for each template
    - Tweet the next meeting
    - Each Document
    - Compose them in the issue, then space out retweet requests one per week
  - Josh to work on elections guidance next
  - Multi-org and End-user requirements will probably get revised as part of a general matriculation overhaul by the new TOC
  - Merged Carolyn's change to draft content workflow, but need to get clarity from Carolyn on how this works step-by-step
  -
- Taking Gov templates to document
  - Will adopt contributor growth's format (example from them for reviewing)
- PR for Template updates - waiting for TOC rep review - we'll do this after we get assigned new liaisons: https://github.com/cncf/project-template/pull/18

February 1, 2022 Meeting: SKIPPED BECAUSE OF SCHEDULE CONFLICTS

Attending:

Agenda & Notes:
- PR for Template updates - still waiting for TOC rep review: https://github.com/cncf/project-template/pull/18
- Maintainer Track proposals due Feb 14

-

January 18, 2022 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=Tnl0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Attending:
- Josh Berkus
- Dawn Foster

Agenda & Notes:
- Goals for 2022?
    - From general meeting
        - Reach out to projects based on annual report feedback
            - need to coordinate with CG
            - process: open an issue, decide on slack who will reach out, ping
        - Tell CNCF in meeting on Feb 1
            - Automatically ping us? Put them in touch with WGs?
                - Also security
    - Templates repo
        - Can we point people to the security template in their repo or somehow make it easier for people to find?
            - Josh to talk to someone about this.
        - We need to write a documentation page to go with each template.
            - Dawn to create issues for this work
    - How do we make sure that projects know that gov resources are available?
        - Blog post, social media
        - When our PR goes live with the templates
        - Any time we finish a chunk of work - have them tweet it.
        - Craft a series of Did You Know Tweets? for CNCF twitter
        - Aware of meetings?
    - Josh also working on Elekto
        - Administration docs
        - Also have long list of technical fixes
            - Internship?
        - Hosted by CNCF?
            - Not sure about projects
            - For CNCF elections
- PR for Template updates - waiting for TOC rep review:
    https://github.com/cncf/project-template/pull/18

December 7, 2021 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Attending:
- Josh Berkus
- ASP

Agenda & Notes:
- Values template: should we have a CNCF-wide values statement?
  - Postponed
- Link to contribute.cncf.io/governance/overview in Sandbox docs?
  - Submit a PR
- How to reach new sandbox projects?
  - Maybe email them when it comes time for their first annual review prep.
  - Or sooner? (6mo). TAG would need to do it then.
- Open Issue/PR Review
  - [Issues](#)
  - [PRs](#)

November 23, 2021 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Cancelled due to American holiday

November 9, 2021 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Attending:
- Dawn Foster
- Josh Berkus
- Deepthi Sigireddi

Agenda & Notes:

- Vitesse Project governance changes
  - [draft of steering committee](#)
  - will start with a bootstrap committee who will define the rest of the charter
  - currently project has a maintainer council, but no subprojects
  -
- Merging Values statements, other charter elements?
- Note on [still-pending License PR](#)

October 26, 2021 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkI1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Attending:
- Josh Berkus
-

Agenda & Notes:
- Provide Elekto to CNCF projects?
- Joint CoCC: time to tackle?
- Open Issue/PR Review
  - [Issues](#)
  - [PRs](#)

-

Aug 31, 2021 Meeting

Cancelled due to participant availability.

Aug 17, 2021 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkI1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Attending:
- Dawn Foster
- Josh Berkus
- April Kyle Nassi

Agenda & Notes:
- Merged typo PR
-

Aug 3, 2021 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Attending:
- Dawn Foster
- Josh Berkus
-
-

Agenda & Notes:
- Maintainer Session for KubeCon
  - Accepted
  -
- Open Issue/PR Review
  - Issues
    - Still need Values template.
    - What would be common values for CNCF?
    - Use GitHub Project values? https://github.com/github/MVG/blob/main/project-docs/GOVERNANCE.md
    - https://github.com/vitessio/vitess/blob/main/GUIDING_PRINCIPLES.md
    - https://github.com/coredns/coredns/blob/master/GOVERNANCE.md
  - PRs

July 20, 2021 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Attending:
- Josh Berkus
- Dawn Foster
- April Nassi
-

Agenda & Notes:
- Owners Template https://github.com/cncf/project-template/issues/15
  - Do we need a template, or is this something people know?
  - The way kubernetes uses these is very specific
  - We should also do maintainers files
    - Maintainers file is designed to be looked at by humans
    - Examples: contour & harbor
  - Set up guidance plus examples of each kind of file
  - Josh to add OWNERs template, Dawn/April to add Maintainers template
- Open Issue/PR Review
  - Issues
    - Still need Values template.
    - What would be common values for CNCF?
  - PRs

July 6, 2021 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=Tnl0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Attending:
- Josh Berkus
- Dawn Foster
- Aeva Black
-

Agenda & Notes:
- CoCC enforcement workshop at Kubecon?
  - Is there precedent?
  - Need to help carry culture to new CNCF projects
    - this is bigger than CoCC
    - getting consensus would be really hard
  - CoCC training -- consent academy
    - would it need to tie in to joint CoCC?
    - draft proposal, bring it to TOC
      - Start draft here
    - Aeva to present
  - Shared Values project
    - Start needs to launch deciding on consensus for shared values
    - Charter values aren't really about projects
- Work on README template

- - https://hackmd.io/pfbSNxt-Ry2A_rp5MZAG_Q?view
-

June 22, 2021 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Attending:
- Dawn Foster
- Josh Berkus
- Carolyn Van Slyck
- Aeva
-

Agenda & Notes:
- Proposal for Kubecon 2021 (Dawn)
  - https://docs.google.com/document/d/1ZRGs8Kn7ycbQ2-U1GN0A_lvElruHcH5l6RscklfuSys/edit
  - Paris may request an MC session
  - AI: Dawn to Aeva's comments about values.
    - Supply guidance and templates (and MC session) for project values
    - How to teach/communicate values to new leadership
- Work on mission statement materials
  - Values statement (for governance): https://hackmd.io/3lE35sgzR2qBut8Rl88rYw
  - README template draft: https://hackmd.io/pfbSNxt-Ry2A_rp5MZAG_Q
- 10:30am: The Linkerd SC [William]
  - Wanted to get end-users involved in Linkerd in a way that gave them a say in project direction without becoming code maintainers
  - All current maintainers currently work for Bouyant, partly due to hiring contributors
  - Path to maintainership is high bar, need to devote time to review and participation
  - SC members need to be production users
  - Need to decide what happens when SC members change jobs
  - Currently 4 members of the settering committee, can have up to 7
  - So far, SC has requested a written roadmap, upgrade docs, eBPF roadmap issues
  - Also treat SC as a sounding board for new ideas
  - How does this solve CNCF's two goals?
    - making sure that project roadmap and sponsor business goals are separate
      - CNCF is a trade assoc, resources must be used for the good of all members

- - - What happens if there's an argument between SC members and maintainers?
    - ■ making sure that project can continue if sponsors de-resource
      - SC doesn't necessarily have options here
      - Linkerd doesn't have answers here
  - ○ This SC doesn't have broad decision-making power over the project
    - ■ Dawn would love to see this renamed because folks think a steering committed is something else
    - ■ Maintainers have veto power over changes to the charter
    - ■ SC doesn't arbitrate technical disputes, can't override maintainers
    - ■ SC examples
      - https://knative.dev/community/contributing/steering-committee/#charter
      - https://knative.dev/community/contributing/steering-committee/#charter
      - key: "Act as the final escalation point and decider for any disputes, issues, clarifications, or escalations within the project scope."
    - ■ Will continue to be confusion as long as using the SC name
  - ○ Should also hook up with Cheryl Hung
- Open Issue/PR Review
  - ○ [Issues](#)
  - ○ [PRs](#)

June 10, 2021 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=Tnl0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Attending:
-
-

Agenda & Notes:
- Joint CoCC for small CNCF projects
  - ○ Original proposal to toc
  - ○ Aeva -- current status/progress/orgs
-
- Open Issue/PR Review
  - ○ [Issues](#)
  - ○ [PRs](#)

May 25, 2021 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Attending:
- Dawn Foster
- Josh Berkus
- Charles Pretzer

Agenda & Notes:
- Need a process for getting drafts reviewed.
  - Charter doc needs to be approved by liaisons.
  - We need a README.md template, but it needs to have a bunch of other stuff, and we need to clearly separate it from the README for how to use the templates.
  - AI: `Josh Berkus` to talk to Carolyn about how the process should work - do we need a drafts branch.
  - After we have a process, we can clean up the templates.
- Some talk about how Linkerd is going
  - will find out later on how end user council is doing
- TODO list

May 11, 2021 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Attending:
- Dawn Foster
- Josh Berkus
-

Agenda & Notes:
- We should submit a governance talk to OSPOcon
  - Governance is not rocket science.
  - We have templates and basic forms
  - Best practices documents.
  - Governance evolves & CNCF model with sandbox, incubating, graduating.

- ○ Maybe 2 talks
  - ■ starting from scratch
  - ■ Something more focused on CNCF maturity / levels.
-
- Open Issue/PR Review
  - ○ [Issues](#)
  - ○ [PRs](#)

April 27, 2021 Meeting

https://zoom.us/my/cncftagcontributorstrategy
10:00am PDT / 1700 UTC

Attending:
- Josh Berkus
- Dawn Foster

Agenda & Notes:
- Merging mission statement guidance
-
- Open Issue/PR Review
  - ○ [Issues](#)
  - ○ [PRs](#)

April 13, 2021

https://zoom.us/my/cncfsigcontributorstrategy_pass 77777
10:00am PDT / 1700 UTC

Attending:
- Josh Berkus
-

Agenda & Notes:
- Charter/Mission
  - ○ Merging PR
  - ○ Adding examples to templates
    - ■ Will need README template too
    - ■ Locations:
      - Mission in README (first)
      - Scope in README, or linked there
      - Values/Principles in Governance

- - Issues with netlify -- pinged Carolyn
    - Merging … we need a Draft branch for sig-contributor-strategy
      - But need to wait to merge website, coordinate with carolyn
-

March 30, 2021

Attending:
- Josh Berkus
- Paris Pittman

Agenda & Notes:
- Dawn's Charter/Mission doc
  - Divided into 3 parts, since the parts often go different places
    - Scope & Mission often go in the README
    - We need a README template
  -

March 16, 2021

https://zoom.us/my/cncfsigcontributorstrategy_pass 77777
10:00am PDT / 1700 UTC

Attending:
- Dawn Foster
- Josh Berkus
- ASP

Agenda & Notes:
- Charter Resource Doc (Dawn)
  - [Review draft doc](#)
  - Most projects don't have an actual charter document
  - Usually it's a Mission statement in their governance doc
  - Should work with CNCF mission
  - This should also be a living document that gets updated
  - Probably don't want to use the same language as SIG charters/CNCF charters
    - Projects won't have a "long form" document

- - Should be in the readme rather than the gov document?
    - Mission in the readme
    - Values & principles in gov docs
    - What about scope? Where should that live?
      - Dawn: governance
      - Josh: I think readme is better, because it also scopes what kind of contributions the project accepts.
    - Plan to present it in TOC meeting April 6.
  - Need to have separate para/definitions for Values & Principles, Mission Statement, and Scope
    - Dawn to revise
- [Subprojects Template](#)
  - Ready to go
  - Should probably review others
  - TUF will probably use
- Open Issue/PR Review
  - [Issues](#)
    - Ihor did review of website, almost ready to go
    - Contributor ladder in progress
  - [PRs](#)

March 2, 2021

[https://zoom.us/my/cncfsigcontributorstrategy pass 77777](https://zoom.us/my/cncfsigcontributorstrategy)
10:00am PDT / 1700 UTC

Attending:
- Dawn Foster
- Josh Berkus
-
-

Agenda & Notes:
- Charter Resource Doc (Dawn)
  - Graduated CNCF projects do not seem to have charters that I could find, but many of them mention that they follow the values defined in the [CNCF charter](#)
  - 2 graduated projects do have SIG charters [K8s SIG Charter Guide](#) and [Tikv SIG Charter Template](#)
  - I'd like to brainstorm about what we need (do we need this or should I work on something else? If so, should we do it as a template(s) or an informational how-to resource doc?

- ○ Dawn went through the CNCF graduated project to see what folks were doing, didn't find many charters at all. Sometimes folks talked about them, but there weren't charters.
  - ■ Sometimes the first few paragraphs of the governance docs have the charter info.
  - ■ Our own templates don't have this. Should they?
  - ■ Maybe the first bit of the governance templates should have a mission / charter.
- ○ CNCF charter is mission, practices, values, and governance.
- ○ Do projects need to have charters? Should we be working on this?
  - ■ Josh can only think of a handful of projects that have charters (Fedora).
  - ■ May want to start from the "why to have a charter" to be able to define scope and avoid issues later.
  - ■ What the project does / doesn't do.
  - ■ Mission / scope
- ○ Dawn to start the doc as why it's important and what it should include with a focus on mission / scope - maybe hackmd or Gdocs.
  - ■ Need to find some examples (ask around for examples - Vicky, TODO).
- Open Issue/PR Review
  - ○ [Issues](#)
  - ○ [PRs](#)
    - ■ Josh to tag all the PRs

February 2, 2021

[https://zoom.us/my/cncfsigcontributorstrategy pass 77777](https://zoom.us/my/cncfsigcontributorstrategy)
10:00am PDT / 1700 UTC

Attending:
- Josh Berkus
- Dawn Foster
- Charles Pretzer
- Ihor

Agenda:
- Finalize [Subprojects Template](#)
  - ○ Saad/Matt review required (need new TOC member)
  - ○ Fix sub/projects
  - ○ Enough gov templates?
- Open Governance Criteria
  - ○ https://hackmd.io/QoqoYrV2RFC6ckCL68DmVg
  - ○ Where to publish? Longer doc on Open Governance for Requirements?
  - ○ Josh to add framing text, work with Dawn on wordsmithing.

- Linkerd [Steering Committee](#)
  - New "end user" concept
  - First meeting next week
  - Have folks in user companies who have been part of the community for a long time
    - people who use linkerd in good service mesh use cases
    - goal was to get longstanding contributors more involved in roadmap
  - Possible multi-org workaround for projects with low multi-vendor participation?
    - Linkerd not really focused on that, more concerned with adoption and growth
    - focused on community growth/contrib growth for graduation, more important that multi-org
  - How does it work with other leadership?
    - Charles isn't sure.
    - Different from a standard steering committee
    - Could have authority over compliance (Josh speculation)
    - Doesn't say how members get selected
    - New SC will need to define their own charter
    - LinkerD doesn't really have other formal leadership bodies

January 19, 2021 Meeting

https://zoom.us/my/cncfsigcontributorstrategy pass 77777
10:00am PDT / 1700 UTC

Attending:
- Josh Berkus
- Dawn Foster
- Charles Pretzer

Agenda & Notes:
- Review [draft "subprojects" template](#).
  - Distinguishing among the various roles?
- Open Governance Criteria
  - Draft: https://hackmd.io/QoqoYrV2RFC6ckCL68DmVg
- Open Issue/PR Review
  - [Issues](#)
  - [PRs](#)

January 5, 2021 Meeting

https://zoom.us/my/cncfsigcontributorstrategy

10:00am PDT / 1700 UTC

Attending:
- Josh Berkus
- Dawn Foster
- Alison Dowdney
- Scott Rigby
- Charles Pretzer
- Ihor Dvoretsky

Agenda & Notes:
- Plans for 2021: goals and TODOs
  - Josh: finish Project Paperwork
    - Add some CNCF notes on leadership
    - Add relevant templates
  - Dawn: charter document, won't be avail 3 weeks but in February
    - Will spawn templates etc.
  - Scott: wants to help Flux become they best they can
    - Share Helm & Flux learnings
  - Charles: starting convos around Linkerd governance
  - Ihor: help merge stuff into the website
  - Alison: just joined
- Taxonomy / badging discussion [paris]
  - I personally have nothing to update except I would like to continue to work on this (and others please!! /help-wanted); and will be focusing on it during Q1
  - Discussion ensued after regular meeting
- End-user question again
- Governance Review -- should we?
  - Would need to be staffed
  - would anyone be interested?
    - Dawn Yes
  - Would involve reviewing the Gov part of DD
- Template/doc review for publication -- Paris to post list
  - https://hackmd.io/Pfdw76W3RGCRfBpKSDXu6Q?edit
- Maintainer Multi-Org Requirement
  - Still an issue around TOC
  - https://github.com/cncf/sig-contributor-strategy/issues/29
  - We can document what we currently have, which is the accepted priorities
- Open Issue/PR Review
  - Issues
  - PRs

December 8, 2020 Meeting

https://zoom.us/my/cncfsigcontributorstrategy
pass 77777
10:00am PDT / 1700 UTC

Attending:
- Josh Berkus
- Dawn Foster
- Ihor Dvoretskyi
- Charles Pretzer
- Tina Tsou

Agenda & Notes:
- Current Documentation TODOs
- Are any advisories ready to move to publication?
  - Leadership Selection good
  - What is governance good
  - Paperwork Checklist -- needs TOC feedback
- Templates
  - Only TODO is "subprojects". Does anyone have a good example?
  - Should we supply templates for DCO/CLA?
    - Most projects use DCO, not CLA
    - It's worth putting something out there
      - Probably in IP policy advisory
      - Need to explain what DCO is vs. CLA
      - before a template, write advisory
      - CNCF doc
    - need clarification from TOC on Apache 2.0 requirements
      - TOC repo says "suggested", foundation repo says "required"
      - Foundation repo takes precedence
      - Needed in IP document
    - Can copy https://developercertificate.org/ and templatetize
    - Despite text, CNCF does not recommend CLA
      - If you need CLA need CNCF attys
- Holidays - which meetings should we keep / cancel?
  - Cancelling 12/22
  - Next meeting jan 5
- Open Issue/PR Review
  - Issues
    - Paris wants to continue badging for community taxonomies
    - Discussion of Nadia's system of classification

- - - Multi-org: no change from TOC
    - [PRs](#)
- Session at Kubecon
  - Intrado had wrong video
  - Couldn't let us screen-share
  - Bad tech
  - Had to start 15min late
  - Do we want to try again for May? Dawn: no.
    - Can we make it broader?
    - Something more about contributor growth?
    - deadline is Sunday
    - or do a "what does ContribStrat do"?
      - Dawn: pitch it more on "how to get help navigating the CNCF process"
    - or do a Maintainer Circle (Paris)
      - want to overhaul maintainer track for online
      - more "contributor summit" type content
-

Nov 10, 2020 Meeting

https://zoom.us/my/cncfsigcontributorstrategy
pw: 77777
10:00am PDT / 1700 UTC

Attending:
- Josh Berkus
- Dawn Foster
- Ihor
- Charles Pretzer
- Bill Mulligan

Agenda:
- [Templates for governance types](#)
  - Please review, need them merged by Kubecon
  - Josh planning to do paperwork
  - Other Kubecon session prep?
    - No time
- Status: Multi-org requirement: no changes adopted by the TOC
- Website:
  - Carolyn posted mockup
  - Ihor would like to move to contribute.*

- Projects needing advice
  - Linkerd did Anchor launch, focusing on content rather than events
- CNF Working Group Questions
  - Want to get it off the ground and running before Kubecon
  - Want it driven by the community
  - CNCF doesn't require this, TOC must approve leadership changes
  - But CNF *can* have a more sophisticated form
    - Trying to avoid conflicts between vendors, or being captive to vendors
    - suggests leadership with designated seats
    - might want to have TOC not have specific approval
  - Want to announce by Kubecon, but TOC needs to approve
  - Maybe announce governance effort
  - Should discuss on TOC mailing list
  - Dawn: look for overthinking governance process
    - can't figure out gov until you know who is involved
  - Is it going to be centralized, or subprojects?
  - Quite a few people are interested
    - But won't know until Kubecon
    - Need to find out
    - need to get contributors, they can approve governance
  - Figure out the outputs for leadership so you can decide how it should look
  -
- No meeting in 2 weeks, due to US holiday

Oct 27, 2020 Meeting

- Deferred due to conflicts with OSS-EU

Oct 13, 2020 Meeting

https://zoom.us/my/cncfsigcontributorstrategy
pw: 77777
10:00am PDT / 1700 UTC

Attending:
- Josh Berkus
- Dawn Foster
-

Agenda & Notes:
- Prep for Kubecon November workshop

- - ○ 10 minutes to go over checklist
      - ■ can we make this more engaging?
      - ■ what about finding an incomplete project and going over what's missing? can we find one?
    - ○ Recording: 3 separate or conf call? Dawn says conf call.
    - ○ Checklist:
      - ■ Outline
      - ■ Draft slides? Maybe just one slide
        - ● Flip between checklist and incomplete project?
      - ■ [Master Checklist Doc](#) need to start, finish
        - ● kinda in the content list already
    - ○

- ● Starting work on templates
- ●
- ● Open Issue/PR Review
  - ○ [Issues](#)
  - ○ [PRs](#)

September 29, 2020 Meeting

https://zoom.us/my/cncfsigcontributorstrategy
[pw: 77777](#)
10:00am PDT / 1700 UTC

Attending:
- ● Josh Berkus
- ● Dawn Foster
- ● Matt Farina
- ● Ihor Dvoretskyi

Agenda & Notes:
- ● Discussion and requirements from this morning's TOC meeting
  - ○ No SC mandate
  - ○ Don't require a proxy like multi-org maintainers, require that they solve the problems we care about
    - ■ Have two examples of each
    - ■ As well as overall governance
  - ○ Require longevity plan
    - ■ What does one look like
    - ■ What happens if a vendor pulls out? If it's just one vendor and their customers, it doesn't solve it.
    - ■ Also doesn't solve openness

- - - What actually goes in this document?
      - Are spec projects different
      - Requiring vendors seems bad, since you don't actually sell somethings
        - but is that actually a problem?
        - different employers is an issue, not so much vendors
      - Need to understand what infrastructure and other bits are controlled by one company or where only one company has the knowledge (cutting releases, etc.)
      - This will be a long effort
    - Require feedback on roadmap from community/end-users
      - obvious way for SC project
      - polling end user feedback isn't easy
        - it's easy at conferences, but not in virtual space
        - guidance needed
      - would like to focus on "community" and not just end-users
        - consultants, minor contributors, etc.
        - consultants can say a lot about users
      - it's too easy for internal management to set roadmap instead of it being a community process
      - CNCF end-user community is narrowly defined
        - Would love to see devs at those companies contribute
        - Could add to guidance to reach out to this group
    - Discussion of requirement for contributor ladder
      - SIG-contributor-growth
      - Need to push for this
    - Create issues to develop these things and get them approved by TOC
      - Get TOC to approve those issues before we work on them
      -
  - Open Issue/PR Review
    - [Issues](#)
    - [PRs](#)
  - Josh - need to create an issue for the TOC to find us a place for our guides.

September 15, 2020 Meeting

https://zoom.us/my/cncfsigcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Attending:
- Josh Berkus
- Dawn Foster
- Jennifer Davis

-

Agenda:
- Upcoming SC discussion meeting @TOC, Sept 29th, we should be there
  - Josh preparing summary of last meetings' discussion
- Content Review
  - Merge: https://github.com/cncf/sig-contributor-strategy/pull/55
  - Jennifer, Dawn, Josh have unfinished assignments
  - Start thinking about requirements section
    - COC enforcement requires special thought, do we have anyone with experience?
    - Maybe have a hacking session.
    - We could have very generic advice, like have reporting address/committee
    - What about projects that don't have enough people? What about an aggregate CNCF CoC committee?
      - Should bring up with staff/TOC
      - Could get advice from HR folks that way
      - Currently reports go to single person at LF
      - File issue in foundation repo asking about formation of a code of conduct committee if there's something better planned, and if so, when. (Jennifer doing this)
        - CNCF has the Kubernetes Code of Conduct committee as contact: "Instances of abusive, harassing, or otherwise unacceptable behavior in Kubernetes may be reported by contacting the Kubernetes Code of Conduct Committee via conduct@kubernetes.io" < -- asp
  -

September 1, 2020 Meeting

https://zoom.us/my/cncfsigcontributorstrategy
10:00am PDT / 1700 UTC

Attending:
- Josh Berkus
- Amye SP (CNCF)
- John Fan
- Dawn Foster
- Matt "msw" Wilson
- Michael Payne (JPM) (CNCF GB)

- Ginger Collison (NATS)
- Colin Sullivan (NATS)
- Waldemar "Wally" Quevedo (NATS)

Agenda & Notes:
- Ongoing discussion around steering committees on TOC
  - Recap
  - Is there additional advice needed?
  - Are we looking at any additional changes to requirements?
  - NATS and GRPC folks:
    - What repos do you look at?
      - NATS has 90
    - Server is Synadia-heavy
      - Mostly we take advice and implement it
    - gRPC -- what's the number that's required
      - The number often appears to be N+1, and N is unknown
    - Have SC that represents different repos
    - If the issue is how the TOC evaluates driver owners, then having an SC doesn't solve that.
    - The TOC requirement is two or more organizations.
    - What about End Users? Can we substitute control requirements? Wally would like the SC proposal for that reason.
    - MSW: there's often a big gap between theory and practice. The proposal doesn't necessarily translate into the conditions we want to cultivate. We want people to feel comfortable contributing to projects. Not clear that SC gets us there.
    - What is the goal here? Do we want to recommend specific governance models? The TOC hasn't said. Do we want to ban BDFL projects?
    - MSW: projects work better if contributors are empowered. It helps projects grow and survive. We don't want to get too specific, because we lose the goals.
    - Goals: https://github.com/cncf/toc/issues/459
      - Aims are Openness and Continuity
    - How can Contributor Strategy serve projects that have issues recruiting maintainers? A lot of smaller projects are even less resourced. How can we help them? There's 70 projects, what happens when they all want to graduate.
    - It's hard to get the first one or two from another organization. This can be hard with a small team that doesn't have an outward focus. This is more about people than number of companies.
    - Projects should get over the hurdle before graduating, though (Dawn). It shows project maturity.

- - - Example of GRPC: project has specific area maintainers (apple, facebook) for drivers, but they can't take over the project if the Google folks all win the lottery.
    - Colin wants to know what they quantitatively need to do to graduate.
    - Maybe we have different types and quantify how they apply to each type.
      - Can we do some kind of high-level grouping?
      - MSW: this can't be based on stats, it needs to be outcome-based
    - Ginger: what about checking post-graduation requirements? Nobody does that.
  - Review of content under development -- let's get documents merged, more produced.
    - How do we get these approved but TOC? Where do they go after we do?
  - Open Issue/PR Review
    - [Issues](#)
    - [PRs](#)

August 18:

KubeCon EU Virtual

Aug 4, 2020 Meeting

https://zoom.us/my/cncfsigcontributorstrategy
10:00am PDT / 1700 UTC

Attending:
- Josh Berkus
- Dawn Foster
- Remy DeCausemaker
- April
- Amye SP

Agenda & Notes:
- Badge proposal follow-up
  - Compare with Annual Review/Due Diligence
  - Compare with CII
  - Dims not here, skipping
    - Following up on the badge proposal on slack
- [Leadership document](#)
  - Rotation part added
  - need transition to new leadership part
- [What is Governance document](#)
  - question about licensing CC-by-SA

- - - ■ escalate with CNCF to ask
    - ○ request contributions
    - ○
- ● Open Issue/PR Review
  - ○ [Issues](#)
    - ■ [content tracking](#)
      - ● all about the content generation
      - ● assignments made
      - ●
  - ○ [PRs](#)
    - ■ no new PRs
    - ■

July 21, 2020 Meeting

https://zoom.us/my/cncfsigcontributorstrategy
10:00am PDT / 1700 UTC

Attending:
- ● Dawn Foster
- ● Josh Berkus
- ● Dims
- ● Jennifer Davis

Agenda & Notes:
- ● official members: https://github.com/cncf/sig-contributor-strategy/pull/45
  - ○ nobody attended TOC
- ● Leadership Selection (Dawn)
  - ○ https://docs.google.com/document/d/1R2k77sH95Vdbt6nBBHhBROvhFHi1ic1eLNTZ4cMI-b8/edit
  - ○ Josh to add para on value of rotation
  - ○ Paras to be tied to templates
  - ○ we don't really want to get into describing "traits" rather than actions, because people are bad at self-evaluation
  - ○ Jennifer to write document on leadership transitions
  - ○ We want another doc on cultivating leadership in general
- ● FYI: [basic governance doc](#) for C&P into our materials
- ● Badge program (Dims)
  - ○ https://hackmd.io/2gN9MtybQyKQk_y73ZfCmQ
  - ○ additional badges, need to think about list
  - ○ who will award the badges?
    - ■ concern about awarding badges that aren't meaningful
    - ■ make it part of the annual review process

- - - badging committee would be hard to staff
      - badges need to be tied to what's evaluated in the annual reviews
      - more badges? add to annual review criteria
      - revoked during annual review
    - Can badges be automated? Archive, not many others
    - Do we want to allow challenges to badges?
      - Right now people would file an issue with the TOC.
      - Put SIG-Contribstrat as first level? Filter out misunderstandings.
        - Josh to write up escalation process
      - Add badge for # of active maintainers
      - Dims & Josh to finish wordsmithing, get approval by Slack and propose to TOC.
  - Open Issue/PR Review
    - [Issues](#)
    - [PRs](#)

July 7, 2020 Meeting

https://zoom.us/my/cncfsigcontributorstrategy
10:00am PDT / 1700 UTC

Attending:
- Dawn Foster
- Josh Berkus
- Carolyn Van Slyck
- Davaum Srinivas
- Paris Pittman
- Jennifer Davis

Agenda & Notes:
- [Content development issue](#)
  - How to contribute doc:
    - CG has template
    - Gov to write preface with "why you should care"
      - Carolyn to write preface as well
  - Where does stuff go?
    - Template repo/directory?
      - CNCF would need to make repo
    - Advisories -- where do they go? CNCF Contribute repo, our repo?
  - Dawn to take leadership selection docs
  - Josh to work on governance system requirements for graduation
  - adding:
    - Jennifer: how to shut down a project

- ■ Paris: how to keep your communications open
- ● [Maintainer multi-org requirement](#) from TOC meeting today
  - ○ [Steering Committee advisory doc](#) from Alexis
    - ■ Should we adopt?
      - ● There are problems, see below
      - ● Dims: opposed to workarounds
      - ● WG by vote: we don't support this as a workaround
        - ○ Josh to write opinion to take to TOC for approval/revision
    - ■ Dims: some concerns that it will not be effective, because no direct contact with code. We don't have to do anything technical side.
      - ● What authority will they have to get anything done?
      - ● The TOC will adjudicate -- but that won't actually work
      - ● Like Apache foundation, ASF board can kick out maintainers
      - ● What about having a CNCF TOC member overseeing?
        - ○ Can the TOC do this?
      - ● Can the SC decide whether the technical changes are inclusive? If they are non-technical? Worry that SC members won't understand changes to keep design open.
    - ■ Josh: we have projects with figurehead maintainers
      - ● But will an SC make it easier to have do-nothing figureheads?
      - ● Steering committee needs to have authority to appoint maintainers
        - ○ But what if they don't exercise it
        - ○ It will be hard to monitor whether SC members are active/involved
    - ■ Carolyn: what about non-code maintainers
      - ● What does a project get for graduated?
        - ○ Mostly marketing
        - ○ Also status -- incubating implies "not complete"

- ● Other Business
- ● Open Issue/PR Review

June 22, 2020 Meeting

https://zoom.us/my/cncfsigcontributorstrategy
1pm PDT / 2000 UTC

Attending:
- ● Josh Berkus
- ● Hippie Hacker <hh@ii.coop>
- ● Paris Pittman
- ●

Agenda & Notes:
- Update on "Maintainer Diversity" requirements. Doc draft
    - Suggestion: write up OWNERS thing from Kubernetes as a way of demonstrating contributors: Action Item for HH
    - cncf/toc#459
    - Hard to talk about Diversity as being a company thing
        - When we don't have formal requirement on human diversity
        - We need advice on adoption of human diversity
        - Existing projects are very likely not humanly diverse
        - Doesn't need to be thrown in with other items
        - Possibly better for Contributor Growth WG
    - Paris:
        - Something that I noticed.
        - The groups with the most maintainer variety with Vendors + Organizations
        - Are the ones' that have community managers or community groups
        - It shows intention rather than afterthought
        - That is the difference
        - Having that a community focus people
            - Nurturing
            - Who own the health of the people
        - There needs to be a body and/or people assigned
    - Josh:
        - ^^^ this is something we could apply via governance
        - Materially is just needs a Governance.md with content
        - Ideally this is much more robust
        - Graduation Requirements going beyond code management
            - Possibly Community Manager OR Group
    - HH: we need humans focused on humans for a project
        - Add to gov.
- Update on "End User" requirements
    - April cares about it alot for GRPC
    - Here is a list of requirement that humans are not understanding
    - Does TOC care more about adoption
    - OR building up end user council
    - IS It should be folks who are not in any way a cloud provider
    - OR can folks be end-users in some projects and providers in others
    - Examples
        - Buildpacks
    - Currently project is required to provide a list of end-users
        - Primary reason - Avoiding CORBA
            - 50 different standard for structures not used by anyone
    - Projects should be requiting end-users to give them a voice

- [Work outline for WG documentation](#) for comment
  - We have requirement for IP policy, governance
    - We don't have documented suggestions on HOW to fulfill them
  - Beyond saying you needs humans caring for the humans
    - How might you structure and support that requirement?
    - How do I create diverse leadership for my project?
  - A set of advisory document
    - Large overlap with contributor-growth (co-authoring)
  - Defining: Who is a contributor
    - Supported by How to become a contributor
  - Release Process:
    - Mature project needs a release process
    - (in addition to the required rhythm)
    - Ensure it's not a place for bad actors or folks to get stonewalled accidentally.
  - Security Best Practices Guide
    - Not yet any advice on how to start that
    - SIG-Security should be involved
- Stats issues with [CNCF Health Chart](#)
  - Doesn't currently show reality.
  - Multi Company Diversity Requirement
    - Looking at last 200 commits roughly 195 of them are from one company
    - May be resulting in some accidentally inaccurate numbers
  - HH: would be good to have an actual human do a review
  - Paris: maybe an ASF-style annual report
    - List of questions to determine project health
    - Kinda a curated "devstats".
    - Forces communities to talk about project health, to complete the report.
  - HH: we could offer times to help mentor projects
    - Office hours are part of general contribstrat meeting
      - Maybe go to some of their community meetings as well
    - Have a meeting with a topic to attract maintainers?
      - Having a series of topics would help.
    - Also: maintainer circle?
      - Needs more effort to launch
      - @hh on board
- Open Issue/PR Review

June 8 2020 Meeting

https://zoom.us/my/cncfsigcontributorstrategy
1pm PDT / 2000 UTC

Attending:
- Josh Berkus
- Terrence Lee

Agenda & Notes:
- Defining "End User" for tool projects [Terrence]
  - last TOC meeting, Harry brought his up from SIG-Apps
  - will be case-by-case, very unsatisfactory
  - also an issue for CloudEvents
  - how do you consider what end users should be?
  - two possible definitions: not a vendor in general, or not a vendor of the project
    - End user *of the project* or End user *company*
  - heroku, GM examples
  - rationales -- don't know what TOC wants:
    - make projects participate in EUC
    - or: show that not just an empty spec (avoiding the C++ problem)
  - but also, SIs/ICs could be end user companies, no?
  - what's the line between "cloud vendor" and "cloud service provider"
  - what about OSS projects?
    - "in production"
- Postponing rest of meeting due to low attendance
  - Update on "Maintainer Diversity" requirements.
  - [Work outline for WG documentation](#) for comment
  - Stats issues with [CNCF Health Chart](#)
  - Open Issue/PR Review

May 11, 2020 Meeting

https://zoom.us/my/cncfsigcontributorstrategy
1pm PDT / 2000 UTC

Attending:
- Carolyn Van Slyck
- Josh Berkus
- April Nassi
- Paris Pittman

Agenda & Notes:
- WG Membership
  - Carolyn says no. Sorry!!!
- [Survey Questions](#)
  - Looking to know more about project governance

- - Do you have a contributor ladder? That is, how to become each role?
    - Real-time communication?
      - What kind of communication do you require?
      - Primary/secondary communication?
    - Do you have moderators?
    - CoC Enforcement?
      - Ask about how they feel about their CoC process? Add freeform question.
    - Do you have formally defined project roles (steering, maintainer, contributor, member, etc.)?
    - What format is your governance? (no formal, founder-leader, s-s council, democratic, company)
    - Do you feel good about governance? Does it meet your need?
    - What specific governance problems are you having?
    - What's the goal here? Asking if the need help, or trying to figure out more about the projects? Both, really.
    - Do they have someone who it is their full time job to help run the project?
      - This data point may help us interpret why they are happier or more successful with their governance/contributor model.
    - Do you have maintainers from more than one employer?
    - Willing to follow up about this?
- Setting up requirements advice section
  - How do we want to collab on documents?
    - Googledocs
    - WIP.md
  - How do we track current TOC requirements?
    - Will have to wait for them to figure out how to doc these.
    - Maybe we should advise
  - Requirements
    - Multi-company for incubating
      - Mergers are painful
    - Mature for Graduated
    - Sandbox?
      - Nothing beyond the existing CoC requirement
- Outlining governance help guide
  - Possibly combine with contributor growth to create outline
  - Another Googledoc
- Meeting Schedule
  - Every 2 weeks monday 1pm Pacific, will change if someone from another TZ joins.
- Open Issue/PR Review

Notes Template

Month Day, 2021 Meeting

https://zoom.us/my/cncftagcontributorstrategy?pwd=TnI0WU9Eb2I1RlRWdkl1R0k1WkZXUT09
10:00am PDT / 1700 UTC

Attending:
-
-

Agenda & Notes:
-
-
- Open Issue/PR Review
  - Issues
  - PRs