SIG Docs planning meeting October 2020

Review & planning (Zoom link in meeting invite)

21 October 2020 5pm-8pm Pacific (October 22 00:00-03:00 UTC)
Third quarter, Q3: 1 July – 30 September (92 days)
Fourth quarter, Q4: 1 October – 31 December (92 days)

Topics for Discussion

Add issues you'd like to discuss to this section.

Introduction (5 minutes)

Welcome & overview

Membership updates

New chair(s):

- @irvifa

New emeriti:

- @zacharysarah

Q3 review (45 minutes)

🎉 Wins 🎉

- Formation and kickoff of the localization subgroup
- Creation and acceptance of the Intro and Deep Dive session for KubeCon NA and new contributor workshop session
- Successful mentoring of contributors has resulted in the addition of new technical leads and new chairs and stronger leaders in SIG Docs
- Brad doing outreach at IBM
- Doc PR Wrangler program continues to ensure timely response to submitted PRs
- Successful KEP approval and execution for removing 3rd party content not appropriate for SIG Docs
- GIANT CSS cleanup (Celeste / Tim / Karen) - build time improvements etc

- Google season of docs intern (ref docs) persisting in the face of significant feedback
- The 1.19 release was very successful - thanks to Savitha
- Great culture continues / friendly environment.

Challenges

- Global pandemic
- Contributor onboarding and succession
    - Historically available to folks who seek out opportunity
    - Could be better recruiting / retaining / mentoring new contributors
-

Blog update

- Kaitlyn, Taylor
- 17 blog posts published in Q3
    - Blog in good place
    - Big win: contributor site's own blog.
    - Testing what content lands where
        - Idea: k8s dev blog = contributor specific
        - K8s blog = end user (with exception of contributor posts that are wider reaching)
    - Thanks to tim: better linking

Goal Review

For each goal: carry forward to Q4 2020? (Y/N)

Goals must have an owner to drive them.

1.20, 1.21 releases (@annajung, ??)

- Release 1.20
    - **Assessment: 0.8**
    - **Carry forward?**
    - **55 enhancements this release (lots of DOCS!)**
    - **Proactively ask for reviews during the release (avoid cramming at the deadline)**
- **Deliverable: 1.20, 1.21**
    - **Carry forward? YES**

Thoughts on a web performance subgroup [Taylor]

- Would handle updates around OG tags (for nicer sharing and default images)

- Would handle page speed enhancements and accessibility
- Adopt for Q4? (Y/N)
    - [Taylor] - I would like to continue forward with this effort in Q4! I'd like to do a research spike with any interested members around deliverables we can hit for this quarter, and take a focused approach.
        - Karen: Narrow down to issue vs. WG
    - **Carry forward? Maybe, if Taylor is still interested.**

Continue work on organizing the tasks section [Karen to open an issue with objective / actions]

- Tim opened issue and is interested in reorganizing
- Karen open to meta tagging.
- Adopt for Q4? (Y/N) Review in Q4 and if no action, remove as a formal tracking item.

Moderation of some sort for CSS/JS/etc. [(led by Celeste with Taylor's WG and Tim's support)]

- PRs for CSS changes were complex and lacked reviewers.
- Create a review team for deep technical changes
- Action: Create a CSS review team from k8s pool for PR reviews / testing.
- Karen: Since the new theme is in place, some customization required has gone down. Theme has a larger pool and improvements through theme.
- Adopt for Q4? (Y/N)
    - Kaitlyn: explore with owners, if they want to carry forward.
    - Can this be advertised on various channels** (it was not well advertised)
    - Yes, if original owners are interested.

Localization friendly hyperlinks [Qiming] (Irvi to lead w/ Qiming and Karen to make a decision and move forward with it (for Q3))

- https://github.com/kubernetes/website/issues/18403
- Karen testing script to do this (https://github.com/kubernetes/website/pull/21996)
- Qiming created script for links (ran manually)
- Localization subgroup to review with wider localization
- Adopt for Q4? (Y/N) Appears No, worth checking with Qiming to confirm.

Reduce manual labor burdens (Irvi leading, Jim / Tim backup, Taylor interested):

- Golang based link checker (english):
    - Qimings script might be an option as well.
    - Github actions to be enabled (https://github.com/kubernetes/website/pull/22923).
    - Karen: Could be ran manually and automated does not actually fix it, interest in tooling instead. (Zach +1)

    - Zach: Don't automate unless we can restrict it or enforce action on knowledge.
    - **Assessment: ??:**
    - Q4? No carrying, checking with Irvi for confirmation / alignment.

Contractor funding (Zach C):

- The CNCF is willing to fund contractors for a variety of improvements (if well scoped)
- What do we need or would like to see from contract work?
    - Optimizations (SASS/CSS) - Celeste leading
        - **Assessment: 1.0 done**
        - Lots of CSS cruft to clean up
        - https://github.com/kubernetes/website/issues/22024
        - Adopt for Q4? (Y/N)
    - Improve site load time / performance improvements
        - ~~Adopt in Q4? (**Y**/N) Led by Taylor Dolezal to form working group (help from Zach / Celeste / Jim)~~
        - See earlier performance item.
    -

Lower barriers to entry with video for before doc sprints (days before)

- (This comes up regularly, but don't think we have a driver)
- Scope of work: https://docs.google.com/document/d/1UDSv2i3kHz180WQCokZAQRf1G-bcbO-gxn_YzE9SOyA/edit?ts=5e6190ed
- **Assessment 0.0**
- ContribEx KubeCon videos, if all git stuff, maybe link to there.
- Anna: Update to be specific to docs
- Joel: Videos are long, but helpful. One video will go out of date quickly. Short demos might be better. Could this be proposed to CNCF?
    - Zach: knowledge needed to create the videos requires a significant amount of time. Future maintenance would be a challenge w/ stale video. Conversation with SIG-Contribex would be good to pair up on a matching process to evolve from.
    - Could this be a meta process?
    - Geoffrey: How to use git is not helpful but running hugo locally / building would be.
- Carry forward for Q4? (**Y**/N) Geoffrey willing to drive looking at smaller scopes (Joel willing to pair up).

Remove third-party & dual-sourced content

- 1.19 has passed, how do we close out for good?
- Jim: Needs clear wording in the contributor guide to link to.

- Zach: Lots of content still pending for removal (good sprint). Shelve for quarterly review, move to weekly meetings. SIG Docs pushing back on some removal - but now is not the time. Abide by policy (KEP).
- Karen: If sprint is not available, maybe a bi weekly content review / removal agenda item tracking issue / active.
- Brad: bug squash days, find content and label and remove. If someone is willing to drive.
- Carry forward for Q4? (Y/N) No, move to weekly discussion / meetings.

Remove unnecessary complexity, align docs with certification exams (Jim)

- There's a high bar for understanding k8s, can we help lower that?
- Met with CNCF, willingness to act but no information provided from CNCF exam admins.
- **Assessment: 0.2**
- Carry forward? (Y/N) No, but willingness to act upon if asked.

Sync and align docs with CKS certification exam (Rey)

- Rey: CKS - look at how the docs align & new CKA exam. Willing to own.
    - Jim: Pair with sig-security-docs
- Kohei: Took CKA / CKS - CKA not a problem. CKS could use help in parity with content.
- Joel: Can they review the docs and ID what's missing.
- Carry forward? (Y/N) Yes

Continue to drive the localization subgroup and its goals (Brad)

- Full steam ahead, tribal knowledge sharing.
- Carry forward? Y

Year-long 2020 Goals (30 minutes)

Improving Docs Process

- Review PR review process (PR Wrangling)
    - Celeste caring forward (for review in october Q3)
    - Carry forward? (Y/N) Maybe

Automate (major / minor) release content

Create a process that shifts updating release content to the release team (release notes and create a new releases page)

- **Assessment: 0.5**

    - Krel
    - Karen: Keep and introduce what the release tooling is / does (Jim).
    - Jim: needs scope clarification
    - Rey: Automating release notes (new krel subcommand to generate release notes). The process needs to be reviewed.
    - Anna: Recorded a video to onboard shadows using the tool.
        - https://youtu.be/Nvlrh1mts3k

Stale content

- Stale content opportunity to automate / prune (by SIG or user) [Jim]
    - Fetabot (ping related sigs / blame / history)
    - Raise visibility / get sig-testing involved (+ contribex / arch)
        - Gather input
    - ADOPT? Y, broadly Q3 (Jim driving for input, celeste willing to help with next steps)
        - Abigail willing to help out, for review Q4/Q1

KubeCon doc sprints (Zach C):

- :(
- Postpone for now until conferences return

API reference generation [Zach]

- Google Season of Docs (@feloy - Philippe Martin):
    - Zach: Goal for 3.5 years, improve quality and generation of ref docs.
        - Docsy offers built in support for rendering swagger / Open API
        - Generation is not resource centric it follows the spec path, which results in unhelpful content.
        - https://www.k8sref.io/
        - Helpful feedback has been given, docsy is posing a challenge but looking into options.
        - Not maintainer friendly (view / render / etc logic all in one).
        - No site within a site; needs maintainability.
        - PR open (https://github.com/kubernetes/website/pull/23294)
            - Close and open one for specific implementation
            - Focus on MVP / implementation vs. wishlist.
            - Focus on maintainability

Break (10 minutes)

Proposals (45 minutes)

Hi, folks! Please add topic proposals here; chairs will incorporate them into the agenda.

- That Great Beast Capitalization (from gcline@amazon.com)
    - Taking a look at capitalization in the style guide - consider a more organized way
    - Discussion in random email threads and github items
    - Should we be using code style more? Consequences of relying on capitalization?
    - https://github.com/kubernetes/website/pull/24645
    - Zach: specify when talking about an object. Cannot define overuse, but know when we see it. Worthwhile.
    - Joel: Uses the Microsoft style guide, but doesn't use capitalizations if not a name or proper noun. As a new contributor, I was able to follow style guides.
    - Zach: Doesn't need more discussion, needs more action for getting things done. Bias towards action rather than opinions. Came from outside asking to be more consistent. +1 for smoothing devex. Let's move forward with 24645 and not every iteration.
    - Carry forward? Not quarterly, but weekly as needed
- Removing manual steps from release (anna)
    - Creates doc PR if needed for enhancement.
    - Automate adding `milestone`
        - Needs milestone permissions
        - Maybe if PR is opened on dev-1.1x branch, labels are applied
    - Automate adding `hold` label until `k/k` is merged
        - Maybe if PR is opened on dev-1.1x branch, labels are applied
    - Zach: Is it possible through **prow** or **github actions** (based on branch)? +1 to automating toil.
    - Karen: +1 to what zach said. What's the most important part missing? (PR wrong branch vs. alerting vs. labels). Do authors do anything to assign a tech reviewer (assigned with feature / enhancement).
    - Anna: All of the above. Maybe use OWNERs file from SIG.
    - AI: Anna to talk to the enhancements team.
    - Zach: +1
    - Jim: add to Quarterly review for tracking, anna owning.
    - Q: Automate placeholders?
        - Jim: placeholder is bare minimum asked to open docs / PoC
        - Karen: placeholder is good for awareness.