

Old CNCF TAG Contributor Strategy Notes

These are the historical meeting notes. Current meeting notes are in the new location.

Zoom zoom zoom:

<https://zoom.us/my/cncftagcontributorstrategy?pwd=Tnl0WU9Eb2i1RIRWdkl1R0k1WkZXUT09>

Passcode: 77777

Home: <https://github.com/cncf/tag-contributor-strategy>

Please file issues if you are working on something

Project board: <https://github.com/cncf/tag-contributor-strategy/projects/1>

Meeting times: 10am Pacific Time 2nd Thursdays

- CNCF Project Maintainers and Contributors - you are welcome to **ask us anything at any time**. Put your topic in the discussion area of the next meeting
- WG Governance
 - Meet at 10am Pacific Time 1st Thursdays
 - Notes:
https://docs.google.com/document/d/1P9tQgCM6OwDHd1F8UnWuauL4KDVTMTp49_n64_w8nrs/edit?usp=sharing
- WG Contributor Growth
 - Meet at 10am Pacific Time 4th Thursdays
 - Notes:
<https://docs.google.com/document/d/1Kx7tZv5wTXQ7uRKxn5d9d2wLsl3Q3Q51A0i06nLvtdl/edit#>
- Videos are posted on the [TAG Contributor Strategy YouTube Channel](#)

Calendar of all CNCF TAG events (you can get ours there too):

<https://www.cncf.io/community/calendar/> - use the "ADD TO YOUR GOOGLE CAL" button for Google subscribe or

ics:

https://calendar.google.com/calendar/ical/linuxfoundation.org_o5avjlv2cae9bq7a95emc4740%40group.calendar.google.com/public/basic.ics

Mailing List: <https://lists.cncf.io/g/cncf-tag-contributor-strategy>

Youtube channel for meeting recordings: [CNCF TAG Contributor Strategy](#)

TOC Liaisons: Dave Zolotusky, Emily Fox

If you are involved in a CNCF project and can't make it to a meeting, reach out in slack!

Future Topics

-

Template (copy and paste below)

Date

Attendees:

-

Action items:

- (copy & paste unchecked action items from last time)

Agenda:

- Add your agenda items here
 -
- WG reports
 - Mentoring WG
 -
 - Contributor Growth WG
 -
 - Governance WG
 -
 - Maintainer Circle
 -
 - Deaf/hoh WG
 -
 - Website/infra
 -

- Getting the word out campaign
- Weekly Tweet / Social
 - What can we promote about the TAG this week?
 - Who will post it?
 - Articles for the monthly maintainer newsletter?
 - Is there something we want to promote but are missing supporting materials for?

October 12, 2023

Attendees:

- Catherine Paganini
- Josh Berkus
- Ali Ok
- Diane Mueller
- Noah Abrahams
- Kim McMahon

Action items:

- Josh and Nate to work together to move the mentoring data to the TAG gdrive.
- ~~Ali to help with Cilium governance assessment links~~
- ~~Gatherine to work on content for the accessibility intro page~~
- Josh to follow up on Slack for visiting projects kiosks during KubeCon
- Ali to bring up the need to revisit the idea of redirection from top level to a specific mentoring page for a discussion
- ~~Gatherine to write some content for the accessibility general information page~~
- ~~Gatherine to write blurb for KubeCon panel discussion social media post~~
- Josh to write a blurb for roadmap social media post (no repost)
- Ali to write a blurb for vendor neutrality social media post

Agenda:

- Add your agenda items here
 - We can cover [\[HOLD\] Set up new sections on homepage and topnav #508](#) by adding the link form [Mentorship content in contribute.cncf.io #539](#) to the homepage Mentor button
 - Will change the mentoring button to link to /about/mentoring
 - AI: Need a page for accessibility general information
 - Then put d/hoh under it

-
- WG reports
 - Mentoring WG
 - LFX Term 3 midterm
 - Mentors often late on evaluations, need to find a way to encourage them to be more timely
 - 3 folks failed
 - [Planning for LFX 2024 Term 2 Jun-Aug](#)
 - [Website discussion](#) - NW question: what content should be converted to a website, and should it live under contribute.cncf.io, or mentoring.cncf.io (NW prefers the latter, as then we can have one source of content)
 - AI: Need to revisit the idea of redirection from top level to a specific mentoring page
 - Nate attending Google Mentorship Summit
 - Diane & Nate attending LF Member Summit - anyone else going?
 - Contributor Growth WG
 - Still need to review AI's form last meeting
 - Non-Code Meeting time settled: Tuesday 8am PST
 - Are there TAG resources available for Zoom, space for GDocs, etc?
 - Governance WG
 - Governance Review template completed
 - Self-assessment guide started in [dev branch](#)
 - Maintainer Circle
 - Need to ping Dave
 - Deaf/hoh WG
 - Published first two resources:
 - [Best practices for an inclusive and welcoming conference](#)
 - Shared with Linux Foundation events team
 - Implementing some accommodations for Chicago
 - [Tips when attending or speaking at a conference that doesn't provide proper accommodations](#) (audience: deaf/hoh individuals)
 - Tips for self-advocacy
 - Coming soon: blog post about captions by deaf member who isn't fluent in ASL and relies heavily on captions
 - Considering to creating a blog section
 - Republish on CNCF blog post
 - Current focus: getting ready for KubeCon
 - Three deaf members will attend: Destiny O'Connor, Rob Koch, and Jay Jackson (Ian Smith might have to cancel)
 - Speaking engagements:
 - Lighting talk: [Empowering the Deaf and Hard of Hearing in Cloud Native and Open Source](#)

- Maintainer panel discussion: [From Māori to Deaf Engineers. Welcoming all Contributors](#)
 - Destiny will be part of a keynote panel (TBD)
 - Catherine was invited to be part of a keynote panel (TBD)
 - Stickers with WG mascot (armadillo, a near-deaf animal) + "be an ally" CTA
 - Working on opportunities to get more exposure. So far secured:
 - Interview at Rancher booth
 - ...and ideas and suggestions are welcome
 - Josh can reach out to the Cube
 - Access for DHOH chair
 - Access added to cncf/people config.yaml
 - Destiney would now handle their project board - training session next week
- Website/infra
 -
- Getting the word out campaign: Catherine to pick up again, once deaf/hoh work is rolling (hopefully, soon)
- Weekly Tweet / Social
 - What can we promote about the TAG this week?
 - Guide to neutrality
 - Accessibility guide - promote again
 - KubeCon panel discussion session
 - Canvassing the Pavillion
 - Roadmap
 - Had a round of promotion, but we can do another
 - Who will post it?
 - Articles for the monthly maintainer newsletter?
 - Vendor neutrality, when is due date?
 - Is there something we want to promote but are missing supporting materials for?
- Publish something every 2 days
 - We have enough material

September 14

Attendees:

- Josh Berkus
- Ali Ok (Red Hat)
- Dawn Foster
- Noah Abrahams

- Nate W. (CNCF)
- Riaan Kleinhans (ii)
- Jay Tihema (ii)
- Diane Mueller (Bitergia)
- Sunny
- Catherine Paganini

Action items:

- Josh and Nate to work together to move the mentoring data to the TAG gdrive.
- Ali to help with Cilium governance assessment links
- Riian to [set up CNCF 1Password](#)
- Roadmap blog post promo:
 - Josh to post roadmap blog post on Mastodon
 - Everyone to share [Riian's LinkedIn post](#)
 - Catherine to post on Twitter

Agenda:

- Add your agenda items here
 -
- WG reports
 - Mentoring WG
 - Update on review of the Mentee/Cohort dataset progress (Nate/Diane)
 - Diane's sneak peek from the last Mentoring WG meeting: <https://www.youtube.com/watch?v=d1w7UmZFyic&t=45s>
 - [NW] I'd like to suggest that we move the dataset to a CNCF Google drive folder: ([CNCF > Ambassadors / Meetups / Community Awards > Mentorships > Analytics](#))
 - To keep things in a centralized place
 - To allow for controlled access as some of this work has PII that should be protected
 - To this point, not everyone here has access to this folder, we can discuss who needs it and NW can add/remove folks as needed.
 - New [CNCF Mentoring Stats Overview \(ongoing summary\)](#) sheet
 - A lot of requests for similar data are coming in, so Nate W. put this Prepare advisory document on vendor neutrality #416 together to easily populate various reporting decks (TOC, GB, etc.)
 - Anyone with link has view access, let Nate W. know if you need higher access
 - LFX

- Term 2 completed, 36 successful mentees
 - <https://www.cncf.io/blog/2023/09/12/36-cncf-term-2-lfx-mentees-have-successfully-completed-the-program/>
 - Term 3 has begun
 - 42 projects (mentees)
 - 19 CNCF projects represented
 - 55 mentors participating
 - 2024 Term 1 planned
 - <https://github.com/cncf/mentoring/tree/main/programs/lfx-mentorship/2024/01-Mar-May>
- GSoC 2023
 - 12 of 14 projects completed (all mentees passed)
 - 2 projects remain, ending on Oct 16 & Nov 13
 - One project went AWOL, it will not be able to participate in GSOC in the future.
 - [aliok] [Working on](#) making a co-mentor required
 - [NW] I think this'll be a 1 year sanction, they'll likely be able to participate again in 2025
- Contributor Growth WG
 - Non-code meeting poll is up. Aiming to start in Early October. (Noah)
 - <https://doodle.com/meeting/participate/id/eVQwo2Xd>
 - <https://github.com/cncf/tag-contributor-strategy/issues/82> is one aspect of this
- Governance WG
 - Finalizing [Cilium governance assessment](#) and question about links
 - Additional reviews: CloudEvents (first Spec project), Karmada
 - [Vendor Neutrality](#) Doc close to ready to PR and merge.
 - Need to check with Liaisons whether we need full TOC approval
- Maintainer Circle
 - No updates
- Deaf/hoh Initiative
 - [Created PR](#) to make it an official WG
 - Rob Koch to be chair
 - KubeCon:
 - Lighting talk accepted: if Rob gets the scholarship, will have him on stage too
 - Deaf member/s to participate in maintainer session
 - Working on another opportunity 🙌
 - WIP:
 - Understanding the diverse needs of deaf and hard of hearing individuals
 - Deaf vs hard of hearing
 - Different ways to communicate

- Recommendations for conference organizers (primary audience CNCF)
 - Also working on recommendations for projects
 - Higher Ed initiative (cloud native curriculum)
 - 3 separate higher ed related efforts
 - Keep separate until they are more mature and the CNCF has found a proper home
 - 5 faculty members (2 seem particularly committed)
 - 2 meetings per month
 - Goal: create a mini one-off course to show to more faculty members and use that as a recruitment tool
 - Misc: [set up CNCF 1Password](#)
 - AI: Riaan will look in to this
 - Website/infra
 -
- Getting the word out campaign
 - Catherine to pick up again, once deaf/hoh work is rolling (hopefully, soon)
- Weekly Tweet / Social
 - What can we promote about the TAG this week?
 - Roadmap Blog have been posted on the [CNCF website](#)
 - Who will post it?
 - Riaan posted on LinkedIn
 - <https://www.linkedin.com/feed/update/urn:li:share:7108136636516884480/>
 - #socialmedia does linkin now
 - Josh will post on Mastodon
 - Twitter? AI: Catherine
 - Articles for the monthly maintainer newsletter?
 - [NW] deadline for additions is **today**, planning on sending on sept 20
 - AI: Nate to add ([NW] update: added)
 - [NW] contribution suggestions can be sent to projects@cncf.io (then we're not relying on specific individuals that we happen to know to get these in)
 - Is there something we want to promote but are missing supporting materials for?

August 10, 2023

Attendees:

- Dawn Foster
- Ali Ok
- Josh Berkus

- Daniel Krook
- Cindy Mullins
- Dave Sudia
- Dia Mueller
- Noah Abrahams
- Catherine Paganini
- Riaan Kleinhans

Action items:

- Catherine to help with video upload
- Riaan to help with deaf/hoh repo
- Riaan to create deaf/hoh label
- Social post: roadmap > Josh to post
- Catherine to create a ticket asking for a 1password (or something similar) account

Agenda:

- Add your agenda items here
 - Submitting new initiatives as WGs
 - DHoH Initiative
 - Might expand with other groups
 - Need to work on charter, leadership
 - Co-leads aren't ready yet, maybe wait until they are
 - Revisit next month
 - Higher Ed Initiative
 - Own TAG vs TAG CS WG (comment on [issue](#))
 - Want to set up meeting week of August 28
 - Just ask for a calendar item
 - Should this be together with Students?
 - Two have different leadership
 - Higher Ed is faculty, develops curriculum
 - Students is students, with ambassadors, etc.
 - Could be a TAG with two WGs
 - CNCF Students is getting rolling
 - Sara Trappetti is interested in re-launching the [Inclusiveness project](#) - she's on holiday now, but will be back mid-september [Dawn].
 -
 - Need help with videos [Josh]
 - Catherine
- WG reports
 - Mentoring WG
 - Nate's on Vacation

- Update on review of the Mentee/Cohort dataset progress (Diane/Nate)
 - Clean up complete for past mentees, adding new mentees shortly after acceptances
 - Dashboard to be demonstrated at next Mentoring WG
 - Submitted talk for If member summit to share findings
 - Mentorship programs
 - GSoC ongoing, to finalize in end of August
 - LFX previous term is almost complete
 - LFX next term (Sep-...) is in mentee application phase
 - Contributor Growth WG
 - Roadmaps as a way to encourage contributions Issue: [#329](#)
 - [Doc for review](#). Will make a PR next week
 - Where do we want to place the document on the website? (github folder)
 - Governance WG
 - Spending quite a bit of time on governance reviews, [governance review templates](#), and the need for [governance self-assessments](#)
 - Projects can fix things before they get reviewed
 - Working on guide to vendor neutrality
 - Maintainer Circle
 - Working on getting a CLOmonitor session from either Chris Aniszczyk or Jeefy
 - Need to schedule
 - What about CLOtributor?
 - [Dave] is a bit overworked at the moment so haven't been able to follow up on things as much as I'd like, hopefully that will be changing in the next 30-45 days.
 - Previous ones:
 - Defining roles in projects
 - Engaging with end users as contributors
 - Mentoring programs
 - Will have a breakout/brainstorming meeting
 - Deaf/hoh Initiative [Catherine]
 - Had first official meeting 🎉
 - First asset on the to do list: best practices for a ASL/English/captions-based meeting
 - Is new both to hearing and non-hearing folks
 - new meeting flow
 - WG goals:
 - Create pathways for deaf/hoh individuals into cloud native and open source
 - Empower deaf/hoh to become more visible members within the CN community

- Encourage and educate employers on hiring deaf/hoh employees
 - Build a deaf/hoh in tech community to network, learn from and support each other
 - Next steps:
 - One group per goal
 - Review/refine/update strategies, tactics, deliverables
 - Prioritize deliverables
 - Need folder on repo
 - See below
 - Place on website?
 - Idea: "I want to improve accessibility for my project or company" (for deaf/hoh and future accessibility initiatives)
 - Deaf and hard of hearing section (and hopefully, in the future + blind, physical disability, cognitive disability, etc.)
 - Contributor/Maintainer split is a problem for navigation now
 - Also for Mentoring
 - Maybe create an issue and solicit web UX help
- Website/infra
 - [Riaan] - Are we ready to add DHOH (yes) & Higher ed (No) to the repo?
 - If yes: TODO:
 - README
 - Update visual
 - Update Project board views
 - add labels (Higher Education, DHOH)
 - Accessibility - label
 - Deaf/hoh - label
- Getting the word out campaign
- Weekly Tweet / Social
 - What can we promote about the TAG this week?
 - Roadmap doc, as soon as we publish
 - Who will post it?
 - Josh
 - Articles for the monthly maintainer newsletter?
 - Is there something we want to promote but are missing supporting materials for?
 - What about secure storage of logins?
 - Open servicedesk ticket
 - 1pass account? Needs to be owned by CNCF

July 13, 2023

Attendees:

- Riaan - Out of office today, but I added a few items to the agenda
- Josh Berkus
- Catherine Paganini
- Nate W
- Diane Mueller
- Ali Ok
- Cindy Mullins
- Daniel Krook
- Dave Sudia
- Noah Abrahams
- Jay Tihema

Action items:

- [Riaan] PRs for review:
 - Create meeting-moderation.md [#446](#) (waiting on feedback)
 - Add Project board to the README.md [#454](#) (approved by CP)
 - Add project board / roadmap info to the getting started guide [#457](#) (approved by CP)
- [Riaan] Issue: Open Advisory document on non-code roles [#82](#) - Think we can close this.
 - No. This is insufficient, which is the reason for the document. (Noah)
- Josh to create "Administration" and "Website" tags
 - PR: Add "Administration" and "Website" labels to settings.yml [#462](#)
- Ask if altering could be added to CLOmonitor (who's action item is this?)

Agenda:

- Add your agenda items here
 - Maintainer Session for Kubecon Chicago
 - Where are we with this?
 - DHH not ready
 - Maybe: "making your project more welcoming"?
 - 20% DHH
 - Also contributor guide
 - Also async
 - Advice on things to avoid

- Catherine & Jay
 - Swap in someone from DHH once we have someone
 - Kiosk: walk around vs being at the stand
 - [Riaan] PRs to please review:
 - Create meeting-moderation.md [#446](#)
 - Add Project board to the README.md [#454](#)
 - Add project board / roadmap info to the getting started guide [#457](#)
 - [Riaan] All issues and PRs from cncf/tag-sc repo and cncf/mentoring have been added to the New Project board.
 - Workflows have been created to auto-add issues and PRs to the “New” Column
 - Thanks Nate for pointing out the way!
 - Labels have been updated for “Help Needed” to be visible to Clotibutor and WG/Maintainer Circle to be more descriptive.
 - We have [discussed the possibility](#) of adding a label for internal tasks, mostly for the technical maintenance of the TAG. (Website, Github, Project board etc.)
 - There was a suggestions for “TAG Admin”, “TAG Ops” and/or “Website”
 - Which one / or two should it be? Other suggestions?
 - For managing the project board we need some time in every meeting to triage and groom tickets in the “New” column.
 - First task is to evaluate the 52 issues currently in “New” for being valid or stale.
 - If an issue is valid, let's move it to “Backlog” or another appropriate column.
 - If it is stale, let's close it.
 - Let's try and label all issues, so the board filters work
 - Some explanations about the columns have been added at the top of each column. Please let me know if changes to the columns or descriptions are needed.
 - Can we please close the [old “classic” project board](#) that was replaced by the new board.
 - There is another orphan project board with no activity since Jan 2022. - Check with [@Karenhchu on slack](#) if it is still valid.
 - Any objections to closing this? - This is closed
 - New Tech Lead for Mentoring WG
 - Add Diane as a Mentoring WG Tech Lead
<https://github.com/cncf/tag-contributor-strategy/pull/456>
 - New position, inviting Diane Mueller to participate officially as a Mentoring WG Tech Lead so that we can provide access to internal docs that would normally be private in order to facilitate statistics research & reporting around our programs.

- Is working on assembling stats on mentee success, working with LFX data from the last 2 years.
 - Has had to do a lot of cleanup first
 - [aliok] Website technical upgrade - on hold until end of summer because of PTOs
 - 🌴
 - Working on upgrading docsy
 - Too many folks are out right now, will continue in fall
- WG reports
 - Mentoring WG
 - Update on review of the Mentee/Cohort dataset progress (Josh/Diane)
 - LFX & GSC is up for evaluation
 - Good sickness protocols discussion - ability for mentees to complete program work; decision to be made on communicating this
 - Contributor Growth WG
 - Busy grooming issues and working on them one by one
 - Governance WG
 - Governance Reviews: Istio, Telepresence, CRI-O, Flatcar
 - Ali using new [template](#) to review Flatcar as test of template
 - Maintainer Circle
 - June MC with Paris went really well!
 - 9 people attended and there was lots of engagement, conversation ended up going past scheduled time.
 - Dave was on vacation and is behind on getting the next one setup, but has one person to follow up with on speaking, will probably need to target August
 - Popular topic but need good facilitator: managing your maintainer workload.
 - Dave will proactively look for someone on this.
 - Deaf/hoh Initiative (learn more about the individuals on our team [here](#))
 - Not using DHH anymore (not universally known by the deaf/hard of hearing community) and using deaf/hoh instead
 - Updated [issue](#) with audience, mission, goals
 - Scheduled first official meeting (with ASL interpreter, captions, gallery view recording) on the 4th Tuesday of each month at 5pm ET
 - Focus: recruit more deaf/hoh members
 - Kickstarted social media campaign
 - Two new members joined after seeing the social media posts
 - [LinkedIn](#)
 - [Twitter](#)
 - [Mastodon](#)
 - Today's posts:

- [LinkedIn](#)
 - [Twitter](#)
 - [Mastodon](#)
 - One deaf/hoh member to attend KubeCon (first time ever!)
 - CNCF encouraged deaf/hoh to apply for scholarships
 - Provided feedback on gaps in scholarship and registration form
 - Website/Infra
 -
- Getting the word out campaign
- Weekly Tweet / Social
 - What can we promote about the TAG this week?
 - Who will post it?
 - Articles for the monthly maintainer newsletter?
 - Is there something we want to promote but are missing supporting materials for?

June 8, 2023

Attendees:

- Dave Sudia
- Rob Kielty
- Josh Berkus
- Dawn Foster
- Noah Abrahams
- Riaan Kleinhans
- Nate W.
- Diane Mueller (Bitergia)
- Ali Ok
- Robert Kielty
- Jay Tihema

Action items:



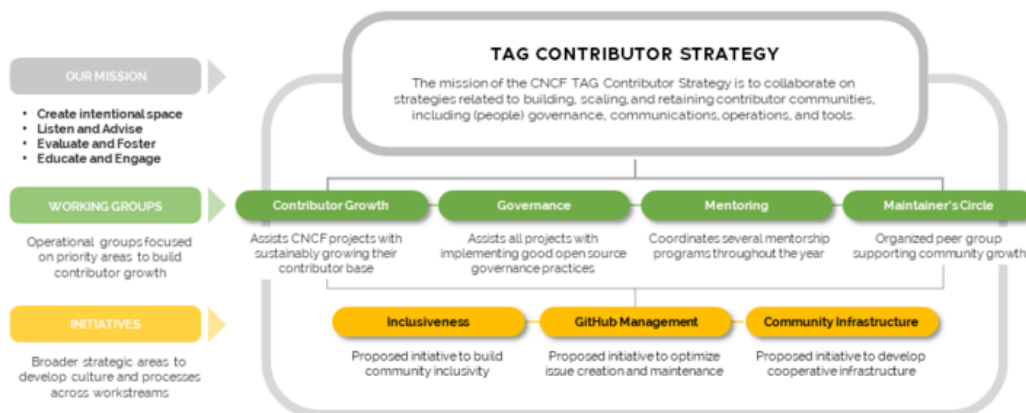
Agenda:

- New tech leads: Ali and Riaan
- [Rob K] New centralised access control mechanism for CNCF repos
 - Sheriff being replaced with CLOwarden (new tool built for CNCF)
 - replacement planned for this summer

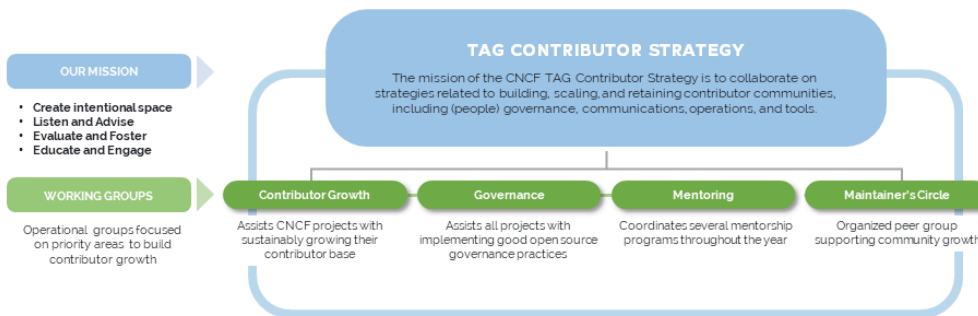
- currently doing user acceptance testing/training
 - <https://clowarden.io/> (not up yet)
 - <https://github.com/cncf/clowarden> - currently private
 - Sheriff was much designed to do more than GH, CLOWarden is currently targeting GitHub repo permissions, the plan is to add more services.
 - Next step here is to complete User Acceptance Testing, which is underway now, then Rob will share the planned rollout date.
 - While we are waiting for the CLOWarden rollout, the community can continue to submit changes to <https://github.com/cncf/people/blob/main/config.yaml> to affect new permission changes.
- Been using Sheriff, which is forked
- CLOWarden people have been replicating Sherriff, plus extra features
- (demo of CLOWarden followed)
- Current Sheriff config has teams that align with TAG-CS teams, CLOWarden will offer similar functionality.
- The goal is to centralize GH permissions org-wide for CNCF
- Looking for ways to prevent folks from using settings.yaml without making it part of the tool
- Discussed some feature requests: reporting of changes (maintainer churn, point in time maintainer reports), repo ignore list
- WG reports
 - Mentoring WG
 - LFX
 - Term 1, complete – end of term blog post going out soon. Most mentees have been paid, NW to follow up with those who haven't been
 - 57 mentees passed their final evaluations (of 60 that started the term)
 - 1 mentee withdrew
 - 2 mentees didn't pass their evals and were removed from the program
 - 24 CNCF projects successfully guided their mentees to completion
 - 74 mentors representing these projects
 - 2 project proposals were withdrawn w/o making candidate selections and didn't start the term
 - Term 2, in progress – all selections in and work has started
 - NW meeting with LF folks this week to see if some of the LFX platform work can be offloaded to LFX team members, freeing NW up a bit
 - NW to put together a process list to help in this
 - GSoC
 - In progress

- GSoD
 - In progress, first payments upcoming NW working with LF accounts payable to manage this
- Discussions of note:
 - [Mentoring WG Meeting Cadence](#)
 - [Is GSoD a good fit for the Mentoring WG?](#)
 - [Formalize Mentoring Shadow Program](#) - this may be related to the [CNCf Buddy System](#) conversation.
- Goals
 - We are about halfway through the year, at some point we may want to consider revisiting our [mentorship wg goals document](#) to see if we are on track – or if the goals are still relevant/applicable/achievable
 - Increasing number of projects, we did that
 - Wanted to improve the diversity of participants (definitions are hard)
 - Most applicants come from a couple of regions
 - Want to track mentee participation after the mentorship
 - Want to increase the number of programs? Might be a non-goal
 - Still want to do outreachy if we can recruit a coordinator
- Mentee followup
 - NW working with Dawn & Josh to put together a report on mentee followup - how many folks continue to contribute after their time in our mentorship programs
 - Currently waiting on Josh to backend access Devstats
 - Diane Mueller will review the dataset and build a Bitergia Mentee/cohort dashboard
- Contributor Growth WG
 - [Riaan] Busy reviewing the REAME, goals and scope
 - Would then look for outputs of the WG since inception
 - Map and index what is done, WIP or need to be done.
- Governance WG
 - Governance Review Requests:
 - Istio: <https://github.com/cncf/tag-contributor-strategy/issues/414>
 - Notary Governance: <https://github.com/notaryproject/.github/issues/29> and <https://cloud-native.slack.com/archives/CT6CWS1JN/p1685541073719859>
 - Telepresence: <https://github.com/cncf/tag-contributor-strategy/issues/427>

- Discussed project board roadmap grooming before running into permissions issues
 - Maintainer Circle
 - CNCF mentoring session went well overall, thanks to Nate and Lee!
 - Didn't have many attendees, but the calendar invite had the wrong Zoom link and the notes link went to the wrong header, both of these are fixed for June
 - June 28 a session on community management with Paris Pittman - just waiting on her bio and I'll get this promoted
- Visual for the TAG CS README. Discussed in [Slack](#). Any thoughts?



○



○

- A bunch of discussion about whether we should include the initiatives
- Discussion moving back to Slack
- Getting the word out campaign
- Weekly Tweet / Social
 - Next week: Promote maintainer Circle.
 - What can we promote about the TAG this week?

- Who will post it?
 - Articles for the monthly maintainer newsletter?
 - Is there something we want to promote but are missing supporting materials for?
-

May 11, 2023

Attendees:

- Catherine Paganini
- Josh Berkus
- Riaan Kleinhans
- Ali Ok
- Amye SP
- David Sudia
- Jose Cortes
- Sunil
- Jay Tihema
- Andrew Burden
- Craig Box
- Diane Mueller

Action items:

- Catherine to add KubeCon videos on website
-

Agenda:

- Add your agenda items here
 - Introductions
 - Project guests:
 - Telepresence
 - SPIRE
 - Kubevirt
 - Kubecon Re-Cap
 - Keynote & Session:
 - MC
 - Kiosk

- Cath on the last day, it was dead
 - Last time what worked was walking the kiosks
 - Josh did not chat a lot in our Kiosk
 - Maybe we could just schedule time to canvass the Pavillion
 - Ali: not that busy, also not that busy in Knative
 - But: we got Dave via the kiosk at Detroit
- Plans for Chicago?
 - Schedule Pavillion canvass instead of staffing kiosk
 - JT: we might lose some folks who were looking for us
 - Make final decision after talking to Dawn
 - Work on ideas for Chicago Session
- Need to reassign Carolyn's items
 - [ROADMAP](#) – who's driving this now
 - Catherine can work on
 - Riaan has been working on this (see below)
 - Other [CVS Issues](#) (and [here](#))
 - Bigger issue: the Website
 - Ali has started working on Website, will take those tickets if unassigned
 - Will start a thread in slack channel
- Did we ever take action on this action item? Everyone: include a TAG callout at the end of your next talk and encourage TAG friends to do the same (CTA slide + suggested talking points are [here](#))
 - Emissary-Ingress did
 - Also SIG-ContribEx
- **ROADMAP**

[Riaan & Jay] Our thoughts are:

 - Clean repo with a good flow - /cncf/tag-contributor-strategy/ - Mostly done
 - Add a visual of the tag and it's WG & initiative. - Jay is GREAT with visuals. 😊
 - Single project board for cncf/tag-contributor-strategy issue and PR
 - Add public 2023 goals for each WG and initiative like [Mentoring](#)
 - Or just general goals.
 - Annual goals would require annual update and maintenance, but it would improve accountability.

This approach combine several of the method suggested by Lauri:

- Repo
- Goals
- Process flow - visual
- Project board

- Work to be done:

- We have cleaned up the main repo README
 - We could review the Charters and check that they have a similar flow
 - Could break up into several documents
 - Dave can clean up MC charter
 - Is this needed?
 - Other clean-up of the repo?
 - Create a project board and load issue - once everyone agree
 - Currently we have Board only for Mentoring
 - We want "views" over the boards – both everything and by team
 - Also maybe tag for "roadmap"
 - Make issues for creating goals for each WG & Initiative
 - Create a visual of the TAG
 - Some initial [visuals](#) created from this [summary](#)
 - Both docs are outdated as it was made before the README updates.
- WG reports
 - Mentoring WG
 - Brainstorming phase of a new exciting project (CP)
 - Contributor Growth WG
 - Fired up [non-Code contributor effort](#)
 - Governance WG
 - Template documentation complete
 - Except that we need a more extensive elections guide
 - Josh will take on the ladder
 - Governance review for [Flatcar](#)
 - Elektro: Would like to do two internships soon
 - Any update on “Project Leveling Task Force”?
 - Q3? In the April meeting where we discussed this, this was postponed to Q3 when we might have more capacity to do this.
 - Dave can help with some of this but would need a ride-along on some things
 - Craig Box is also interested in helping
 - Please cut a comment on the issue: <https://github.com/cncf/tag-contributor-strategy/issues/366> if you are interested in helping, but this will not start until ~August
 - Maintainer Circle
 - Re-cap of Kubecon MC
 - About 20 attendees, about half not from OTel
 - 5 projects represented

- Great discussion from multiple perspectives/needs on engaging with community - i.e. one project needed to actively reach out, another has too many issues and participation for the few maintainers to manage
 - lots of different perspectives
 - OTel had to actively reach out to community, but other projects are flooded with issues
 - Used to be dominated by k8s maintainers, not this time
 - May
 - Nate has found a mentor to deliver it with, Lee Calcote
 - Need to lock down a date with them, ideally today or tomorrow
 - Work with Josh & Cath on messaging, getting the word out
 - June
 - Paris will deliver it
 - June 28th, 10AM PT
 - Need to make sure we have someone to do tech at that time
 - Paris will get an abstract done by early June
 - Telepresence
 - Going for Incubation
 - Have production users, committers
 - [How to apply](#)
 - First step is open an application with the TOC
 - They will assign you a sponsor
 - Need a TOC sponsor first to walk through the process (might take a while, high workload)
 - [Current wait time is 5 months](#)
 - Getting the word out campaign:
 - Get KubeCon videos on website and promote via social
 - Weekly Tweet / Social
 - What can we promote about the TAG this week?
 - Who will post it?
 - Articles for the monthly maintainer newsletter?
 - Is there something we want to promote but are missing supporting materials for?

Apr 13, 2023

Attendees:

- Carolyn Van Slyck
- Dave Sudia
- Dawn Foster

- Nate W.
- Diane Mueller
- Riaan Kleinhans
- Paris Pittman
- Ali Ok

Action items:

- Everyone: please [sign up](#) to help staffing the KubeCon kiosk
- Everyone: include a TAG callout at the end of your next talk and encourage TAG friends to do the same (CTA slide + suggested talking points are [here](#))
- Carolyn will follow up with CNCF to put out the project leveling task force leadership call to the CNCF ambassadors post kubecon
- Dave Sudia: Schedule a MC for June around contributor management strategy for graduation
- Carolyn and Josh: Review the contributor mgmt strategy [hackmd](#) and respond to open items. Then we can present to the TOC as a graduation requirement
- Dawn/Paris: post Slack plugins TODO, CHAOSS, and other groups

Agenda:

- Add your agenda items here
- New TOC liaisons! Matt Farina, Katie Gamanji and Cathy Zhang are succeeded by Emily Fox and Dave Zolotusky.
 - Ping dave & emily to approve things, like official recommendations on the website, governance changes, not meeting minutes and readme updates etc.
 - What do the Liaison's need to approve?
 - Anything that looks "official CNCF", like new documents on contribute.cncf.io.
 - Not things like scheduling MCs etc.
- (carolyn) Plan to recruit additional leads and contributors
 - We've discussed this for a while but never made progress on it
 - It's probably time for written job roles (Josh)
 - Figure out what roles we have, Open some issues
 - Outline what someone would need to demonstrate to be considered/ready for some of these open roles. What should someone do to get to the point they can apply for a role, e.g. attending meetings, writing content, etc
 - [We put out a call for the leveling task force](#), can we forward that to ambassadors?
 - CAROLYN: We can reach out after kubecon once the ambassadors are fully launched
- [Security Review PR](#) from TAG-Security
 - TOC has reviewed, but all other comments are welcome

- [paris] community management strategy graduation requirement
 - <https://github.com/cncf/tag-contributor-strategy/issues/43>
 - Wanted to continue conversation on a super old issue
 - A lot of graduated projects today struggle with this because they aren't intentional about it
 - Smaller projects don't have it or they do but that's maybe why their maintainers get burnt out
 - Moderation, posting on Twitter, outreach and onboarding of new contributors
 - We had paused because we hadn't done guidance yet in the form of templates/etc
 - There's a [HackMD](#) with lots of comments, edits have happened in the doc
 - We need to have exemplar community management strategy to point at
 - This is in the doc
 - There are several projects that have this that we can point to
 - Hoping to do a maintainer's circle on this in the next couple of months
 - Different projects could present on what they do
 - Helm, K8s, OTel
 - Making it clear to maintainers that this is an expected role in the project
 - Ideally we'd set a date now so we can reach them, the ones without someone assigned to the community manager role (or equivalent) will be the hardest to reach
 - Dave Sudia: We'll schedule it for June
 - What is "don't have someone assigned"?
 - Some projects have a community manager
 - Some have a group
 - Smaller projects, a maintainer builds aspects of the role into their maintainer duties
 - There are many projects that don't have any of the above
- WG reports
 - Mentoring WG
 - Repo update merged in! <https://github.com/cncf/mentoring/> 🎉
 - LFX 2023 term 01
 - Midterm evals
 - 57/63 in on time, Nate W. following up with late projects.
 - 1 project has a 2 week midterm extension to support the mentee's situation
 - 2 folks have received failing evaluations (so far)
 - Sending email with stipend instructions today
 - LFX 2023 term 02
 - Updated dates to give projects more time to propose ideas <https://github.com/cncf/mentoring/tree/main/programs/lfx-mentorship/2023/02-Jun-Aug>
 - We should email/tweet/linkedin/mastodon for awareness

- Will add to the Maintainer's April Newsletter
 - Timing is good for projects that weren't selected for GSoC
 - We can bring unsuccessful proposals over to LFX
 - Create generic format?
 - GSoC
 - Ranking proposals, due in 2 weeks
 - Contributor Growth WG
 - New facilitator: Riaan
 - Governance WG
 - Project Leveling Task Force
 - TOC Email: <https://lists.cncf.io/g/cncf-toc/message/7958>
 - Feedback issue: <https://github.com/cncf/tag-contributor-strategy/issues/366>
 - TOC is setting this up, it will be a WG under TAG-CS
 - [How-to Guide for Election Governance PR](#) - is it ready for Liaison review? Yes.
 - Maintainer Circle
 - We're set for KubeCon so please get the word out! There is a post in #maintainers-circle that can be re-published in any other channel in the CNCF Slack, and feel free to copy-paste it into other Slack orgs, anywhere there are maintainers.
 - Putting stuff on sched?
 - Haven't done it in the past because of spectators
 - Paris: it can work to put it on with MAINTAINERS ONLY, but you need someone checking folks at the door
 - Help needed: How to send it to the mailing list? cncf-toc@lists.cncf.io
 - Next step is getting a May online one organized.
 - Mentoring, mid-late may
 - [paris] i'd like to host one on community management strategies - June
 - Future July or beyond do Paris' group mentoring idea
- KubeCon:
 - Still need volunteers for the kiosk (please sign up [here](#))
 - Assets: [handout](#), [join us CTA sign](#), [maintainer track sign](#), stickers)
 - Reminder: add the [keynote](#) and [panel](#) to your calendars, and tell others about it
 - Who can give the TAG a shoutout at the end of their talk? We have a [CTA slide](#) for that
 - Any last min things we can do to raise awareness of the TAG at KubeCon?
 - Mentorship Office Hours

Date and Time: Wed, 19 April, 14:30 - 16:30

Room: E101

Seating: Boardroom 16pax

<https://sched.co/1KWw8>

- TechDocs Office Hours (if you're interested 😊)
Date and Time: Thur, 20 April, 11:00 - 12:30
Room: E101
Seating: Boardroom 16pax
<https://sched.co/1KWw2>
- Starting work on documents for TAG CS Roadmap - Jay & Riaan
 - [TAG-CS Roadmap visuals](#) and our [thoughts about the Roadmap](#) for discussion.
 - [Cleanup top level README for better user experience #363](#) (merged) Thanks!!
 - Next - move Emeritus Leads & Original Bootstrap TAG members to a file with a link in the README. "The historical people helped to create this space" or something like that. Any objections? (carolyn: sounds good)
- Update "start contributing to open source" doc with more info #344
 - Should we add
 - <https://contribute.cncf.io/contributors/getting-started/>
- Getting the word out campaign;
 - [TAG video](#) was finally published > let's get the word out!
- Weekly Tweet / Social
 - What can we promote about the TAG this week?
 - Who will post it?
 - Articles for the monthly maintainer newsletter?
 - Is there something we want to promote but are missing supporting materials for?

Mar 9, 2023

Attendees:

- Dave Sudia
- Noah Abrahams
- Nate W.
- Ali Ok
- Carolyn Van Slyck
- Dawn Foster
- Riaan Kleinhans
- Alexandre Nicastro
- Catherine Paganini

Action items:

- Everyone: please [sign up](#) to help staffing the KubeCon kiosk

- Everyone: include a TAG callout at the end of your next talk and encourage TAG friends to do the same (CTA slide + suggested talking points are [here](#))
- Gatherine to get started on a brochure for KubeCon and share on Slack with the team
- Gatherine to reach out to Chad to ask about the pending "podcast"
- Carolyn to make a doc of what we need to change about the survey for next time and share at next meeting
- Carolyn will forward the maintainers newsletter to the TAG mailing list so people can see what it looks like
- Gatherine to pull info we'd like to propose for inclusion into the maintainer newsletter (going out March 14)

Agenda:

- Add your agenda items here
- WG reports
 - Mentoring WG
 - LFX Mentorship 2023 Term 1 starting this week
 - 2 projects dropped couldn't find suitable candidates
 - 77 mentors across 25 projects, 63 mentees
 - Ali Ok added as GSoC admin
 - Still accepting idea proposals for summer of code, but should close very soon [March 20th](#) March 19th
 - From a mentorship discussion, Alexander opened up an issue about how to help new contributors who don't know where to start
 - Kubecon - Mentorship office hours
 - Contributor Growth WG
 - Design Proposal Template
<https://github.com/cncf/tag-contributor-strategy/pull/338>
 - Article for new contributors who don't know where to start
https://docs.google.com/document/d/1VMlIte_pRpNvGw5Jt4l_w6LLGuPq1vo8CWLdD59S8ujU/edit
 - We will link to it directly on the new contributors landing page, and then do a shorter blog post for the cncf blog and point people to it
 - Riaan is making a "first pull request" article that goes through in detail to help new contributors
 - start contributing to open source [#339](#)
 - [Roadmaps as a way to encourage contributions](#)
 - Came out of community days Amsterdam
 - They can be useful and encourage contributions but they often aren't done right
 - Maybe we can make a roadmap template or advisory guide to help people make their roadmaps more useful and maintain them

- A roadmap is required to get into sandbox but we currently don't have content to help projects do this well.
 - Looking for someone with experience with successful roadmaps, we are looking for someone to help build this content and collaborate. Otherwise we can keep dropping ideas into the issue
 - It really helps to know that a feature that you are contributing to is important to the project and feature on the roadmap helps with motivation and feeling useful
 - Connecting issues and PRs back to the roadmap
 - Survey Analysis progress
 - Carolyn: Make a doc of what we need to change about the survey for next time and share at next meeting
- Governance WG
 - (carolyn) what sandbox/incubating/graduation milestones are we hoping to add in <https://github.com/cncf/toc/pull/997/files>
 - Most of our suggestions so far are clarifications but not adding milestones
 - Still need people to review and consider the milestones and if there are any gaps
 - Milestones for all levels of projects, but not requirements. Things we think projects should have and this helps them keep them in mind.
 - 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>
 - We have no way of handling if a project isn't following their governance model
 - More common is that governance has gaps (like how to remove a maintainer), or doesn't match what the project actually does.
 - Re-arranged the "github" section of the website to "templates"
 - <https://contribute.cncf.io/maintainers/templates/> to see final changes, please suggest if you see other improvements!
- Maintainer Circle
 - KubeCon session is locked - we have a room and a time and speakers who are definitely in!
 - Wednesday the 19th, 11-12, rooms D203-204
 - Topic: How to structure things so you can bring in end users into your project community and engage with them
 - Mentoring session couldn't get organized for March - I will start trying to schedule the three possible sessions we have starting for May and forward
- KubeCon:
 - [Panel discussion](#) focused on our motivation and why we participate in the TAG

- Dawn is keynoting to talk about [building a sustainable CNCF project contributor base](#) 🎉
- Mentorship office hours
- Kiosk #9 (PM shift)
 - Call for volunteers ([sign up here](#))
 - Ideally two people per shift (to keep each other company)
 - 1.5 hour shifts?
 - Skip 7 to 9 pm on Wed?
 - Probably don't skip
 - This is the booth crawl and would be a very active/busy time
 - Catherine on the sponsor side the booth crawl isn't that well attended
 - What will we have at the kiosk?
 - Presentation on TV: similar to last time?
 - TAG stickers
 - Some type of brochure?
 - Cartographers group had a brochure last time
 - Top things the TAG does
 - Reminds people once they are away from the booth that they talked to us and provide URL to join meetings
- Getting the word out campaign:
 - [TAG CS callout slide](#) for TAG friends to promote during talks (and KubeCon and beyond)
 - We can ask "Friends of the TAG" to add the slide to their talk too
 - Go where the maintainers are, talks they would be in and ask if they'd be up for adding the slide
 - Pending podcast (need to know why not published yet)
 - Having a hard time reaching them
 - Catherine with ask Chad to help ask too
 - Ideas to promote issues (e.g., roadmap)?
 - Social media posts with CTA that the CNCF can promote?
 - Thoughts on 2023 contributor survey (still early and working on analysis)
 - We need to use our own templates and advice!
 - Make a roadmap and then put it on the callout slide and brochure
 - Blog about the roadmap and tweet it out/toot?
- Weekly Tweet / Social
 - What can we promote about the TAG this week?
 - Who will post it?
 - Is there something we want to promote but are missing supporting materials for?
 - <https://fosstodon.org/@contribstrat>
 - CNCF marketing team said that they would like to promote our mentoring efforts. Nate is doing an interview to discuss it with them further.
 - Let's promote the talks

- Maintainer circle would be better for the monthly newsletter, we can reach out to Amye when we have content to promote
- Who will post it?
- Is there something we want to promote but are missing supporting materials for?

Feb 9, 2023

Attendees:

- Dave Sudia
- Josh Berkus
- Nate W.
- Sanchita Mishra
- Ali Ok
- Noah Abrahams
- Riaan Kleinhaus
- ASP dropped in

Action items:



Agenda:

- Add your agenda items here
 -
- WG reports
 - Mentoring WG
 - LFX Mentorship
 - Term 01-Mar-May
 - Currently accepting applications
 - 61 proposals
 - ~70 mentors
 - 28 CNCF projects represented
 - Planning on posting info on Term 02 and 03 this week or next. Will open a PR and would appreciate any comments around the timeline that you have – especially around event conflicts at critical times
 - Would be good to share more info about annual timelines, so that mentors could port internships between programs and mentees could time participation

- Nate is working on this
 - LFX platform had a breakdown, pushed program back by a week
 -
 - GSoC
 - In org application phase
 - 22nd Feb - announcement for accepted organizations
 - Could use help with reviewing PRs
 - PR [query](#) for GSoC 2023
 -
- Contributor Growth WG
 - TBD
- Governance WG
 - TOC has embraced governance reviews as part of graduation
 - Need to recruit folks for the working group
- Maintainer Circle
 - Feb 13th MC
 - This needs to get rescheduled to late spring/early summer.
 - Was hoping to figure out a replacement but wasn't able to so will send out cancellation notices today.
 - If anyone knows or is someone who can step in short-notice for early March let Dave know, would love to get one in before KubeCon.
 - Brainstorming other topics/speakers
 - Contributor Recruitment?
 - CNCF advancement for projects?
 - End-users
 - How to get out of the sandbox? - getting adopters and showing usage
 - Project governance? (Josh or Dawn + a maintainer that recently had the experience)
 - Contributor Summits?
 - Kube team plus another project
 - Could promote at a contrib summit
 - Participating in mentoring programs, Nate & Co plus a mentor
 - Amye suggests reaching out to Tremor folks
 - Once Nate has a mentor we'll figure out the day, targeting early-mid March
 - Where is my project fitting in the landscape?
 - How to read the landscape and how project fits into the larger picture of the projects out there
 - Correct way to explore other opportunities and projects

- MC at Kubecon
 - OTel maintainers (Rynn/Austin/others) will present on something structured to help maintainers discuss who contributes to their project vs who the whole constituency is, and thinking about how to engage other folks outside of the group that currently contribute.
 - Space request is in but haven't heard back on details yet.
- Getting the word out campaign
 - Kubecon Plans
 - Pod in pavilion
 - Maintainer Session
- Weekly Tweet / Social
 - What can we promote about the TAG this week?
 - Already doing a bunch of stuff about LFX
 - Also: promote to linkedin
 - And: cncf-students
 - Maybe also TAG session

Jan 12, 2023

Attendees:

- Dave Sudia
- Dawn Foster
- Josh Berkus
- Carolyn Van Slyck
- Riaan Kleinhans
- Nate W.
- Bill Mulligan
- Hippie Hacker
- Alexandre Nicastro
- Jay
- Aburdan
- Catherine Paganini
- Aman Sarraf

Action items:

- TAG slide for speaker pitches (Catherine)
- KubeCon maintainer track (Jan 27, Dave)

Agenda:

- Cilium Governance Review

- <https://docs.cilium.io/en/latest/community/governance/>
- got feedback from the TOC
 - Inclusive documentation - governance has master / he/she and need to fix that, but don't need help with that.
 - Need to document 2 factor authentication requirements for committers
 - Reflect governance between various projects to make it more clear how these sub projects roll into the main projects. Mentions that there are subprojects, but not clear in the governance how this works. So far, everyone is a maintainer for Cilium. Some sub projects are tied together and have the same maintainers, while other sub projects have distinct maintainers. Leaning toward have single governance across the whole project, but they need to think about whether new maintainers need to be familiar with the whole project or not.
- what would the TAG review for the governance?
 - is it well-documented?
 - does it violate any CNCF principles?
 - general advice on potential issues
- What things has cilium had issues with?
 - Few things get voted on
 - Just adding new maintainers
 - need to create a contributor ladder - got pushback on numbers, but it's important to have some thresholds to kick off the discussion to make sure everyone gets equal consideration, but they aren't the decision point.
 - have existing roles are that are not documented
- Make sure that GH requirements are documented somewhere
 - Action item for TAG: Need to coordinate with TAG-security; these need to be published somewhere
 - Raise with TOC the "two people must sign-off" requirement
- WG reports
 - Mentoring WG
 - LFX Mentorship [2023 Term 01](#)
 - Proposals period is Jan 16-31
 - Will send out call for proposals via toc email list (others?)
 - Showcase, virtual conference coming up, Mentees sharing experience - 5-6 CNCF participants
 - [LFX Mentorship Showcase 2023](#)
 - GSoC 2023 Org applications [due Jan 23](#).
 - Project proposals may not be required yet, TBC
 - Discussion of goals for the year:
 - <https://hackmd.io/9tmmHWSmRaiPkmnur-Q6OA?view#Agenda>
 - Mentorship WG Calendar:
 - <https://calendar.google.com/calendar/u/0?cid=Y18wNTMzNWEwNDhjYjM>

[yNTk3NTRmZjAzYzgwM2MyN2FjMDhmMjFkZTc4OTYyMDhkMml1NWFjMmM1MTIzNDIhZDFiQGdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20](https://github.com/cncf/project-template/pull/33)

- Contributor Growth WG
 - Needs review: <https://github.com/cncf/project-template/pull/33>
 - [Recognizing non-code contribution](#): on-hold due to job change/onboarding. More to come at next month's meeting.
 - Kim's action items:
 - Add the project to GitHub
 - Outline the project steps
 - Begin providing content to the team for consideration
 - I'll plan on providing the plan and content before the February meeting. I'll be prepared to present at that meeting if needed.
 - What should our goals be for contributor growth? What is CG anyway?
 - primarily supporting projects as they increase their contributor base
 - that's got a lot of scope creep though
 - Carolyn would like to focus on concrete actionable guidelines and advice
 - Were hoping to get useful feedback from the survey
 - BUT did not get helpful guidance on where people are having problems
 - Will create blanket issue for this
 - What happened to jobs board?
 - Update during CG meeting
 - [Clotributor](#) was created
 - Alexandre is looking at other solutions
- Governance WG
 - Discussed Backstage Governance RFC and think they would benefit from using our maintainer governance template: <https://github.com/backstage/backstage/issues/15317>
 - Brainstormed plans for 2023. See [notes for details](#).
 - Will gov review be mandated?
- Maintainer Circle
 - Kim McMahon will be talking about non-code contributions, open to another speaker if anyone is interested
 - Josh suggested some co-presenters
 - How to schedule (guidelines [here](#) seem to be out of date)?
 - On our public calendar? Or just for maintainers
 - Pick a time that works best for organizer / presenter at either an EU or APAC friendly time and not the week of a big CNCF event (ok to conflict with regular meetings).
 - We should just start updating the guidelines, since they are way out of date.

- Mentoring WG next meeting will continue if there is enough interest
- Contrib Growth WG canceled
- Governance WG Jan 5 - keep
- [kfaseela, irisdingbj] Wants to do a research on Women in CNCF, would like to know the way forward for the study
 - Start with the questions in a doc and get feedback on Slack.
 - Sounds like a great idea
 - The TAG can help make some connections
- **New TAG project idea:** [improving recognition of non-code contributions](#) (initiated by Kim McMahon)
 - Sounds like a great idea. Other projects have asked for this in the contributor ladder, and having a Guide to Contributor roles will help people understand what roles they might need / want - this might help people decide when these types of contributions are “significant”. Guidelines to follow for how to judge some of these contributions will help people find those contributions and understand which ones are significant enough to consider someone as a maintainer or leader. Many things will need to be manually assessed / calculated. Many of our tools are biased toward code contributions, so we need to provide guidance for how to gather and find these other contributions.
 - We can use all of this to also promote the non-code contributions that are so important for projects. We’ll need to promote this and work with the CNCF to get visibility when we get these materials done.
 - Creating the assets is the first step, but we need to work with the CNCF to change attitudes about the full range of contributions. Gradually projects will start to adopt this because we have templates and guidance. But projects need to go beyond just putting it in the paperwork and do the hard work to encourage other types of contributions. We need to work to attract these contributors, too. And we can work to get people’s stories out who have benefited from the non-code contributions they’ve made.
 - Need to be careful not to put people into buckets. Many people contribute in both ways and there are blurry lines and gray areas.
 - Noah Abrahams will send Kim some of the additional links for work that they started for k8s, but never quite finished.
 - <https://www.kubernetes.dev/docs/guide/non-code-contributions/>
 - <https://kubernetes.io/blog/2018/10/04/introducing-the-non-code-contributors-guide/>
 - Next Steps: create an [issue](#) in the TAG contrib strategy repo and include links to WIP documents. Use Slack and these meetings for feedback.
 - Document to review:
 - <https://www.linuxfoundation.org/resources/open-source-guides/participating-in-open-source-communities>
 -
- WG reports

- Mentoring WG
 - Mentoring meeting on Tuesday. Lots of good updates from the TOC meeting.
- Contributor Growth WG
 - We are starting back up in the new year
- Governance WG
 - Josh is Revising Maintainer Council template. [Review PRs](#).
 - We also [proposed to the TOC](#) that projects applying to Graduate should be required to have a governance review with TAG CS.
 - We also talked about how to promote the TAG now that Twitter is on the decline – consider using LinkedIn, Mastodon
 - Some projects are already starting to create accounts on various servers.
 - The CNCF has talked about creating a server, but this is a lot of work and they haven't made a lot of progress. We're not sure which server would be the best option? There are some [additional rules](#) for brand style accounts for Hachyderm: <https://community.hachyderm.io/docs/account-types/open-source-accounts/> Some projects are going to fosstodon
 - LinkedIn might be a good way to reach some people. Victor Lu brought this discussion into the governance WG, since he does this for other projects. If we create a group, we can start promoting it. Kim is also doing some research on how people are using LinkedIn Groups. Marketing folks are looking pretty seriously about this. There isn't a good answer right now.
- Maintainer Circle
 - Dave is still interested in helping with this.
 - Next step: Come up with a topic / speaker and let's see if we can do something in late January. This also gives us an opportunity to improve the maintainer circle guide for how to run one.
- Getting the word out campaign
 - Working on a survey results blog with the CNCF
 - Opportunity to highlight the TAG
 - PR push (maybe media opportunity)
 - Let Josh know if there are any question combinations you'd like to see analyzed.
- Weekly Tweet
 - What can we promote about the TAG this week?
 - Who will post it?
 - Is there something we want to promote but are missing supporting materials for?

November 10, 2022

Attendees:

- Josh Berkus
- Carolyn Van Slyck
- Nate W
- Noah Abrahams
- Riaan Kleinhans
- Jay Tihema
- Dave Sudia (Emmisary, Telepresence)

Agenda:

- Add your agenda items here
- WG reports
 - Mentoring WG
 - Mentoring repo refactor underway
 - Kubecon EU 'speed mentoring'-type activity in planning
 - Kubernetes had good things to say about the event
 - Attendees were 50% newbies and 50% existing contributors looking to level up
 - Prep session for newbies?
 - Maybe should happen early in the conference
 - Worry about this becoming an "Intro to Kubecon" session, and if it does, should we be the ones to own something like that?
 - NZ CDI initiative gaining traction
 - local cloud effort
 - talking about the water quality monitoring application
 - identified platforms for that
 - josh to connect Jay with Aurynn
 - Planning for next year
 - LFX Term 1 -
<https://github.com/cncf/mentoring/tree/main/lfx-mentorship/2023/01-Mar-May>
 - GSoC 2023 -
<https://developers.google.com/open-source/gsoc/timeline>
 - just looked at timeline
 - finalizing GSOC 2022

- Looking to train LFX process, do we have anyone from the community interested?
 - Contributor Growth WG
 - Contributor Infrastructure Update:
 - Prow-GA project, many things already working
 - Meeting would be on thanksgiving
 - Not going to try to reschedule
 - Governance WG
 - Subproject governance templates and howto are up!
 - <https://contribute.cncf.io/maintainers/github/templates/required/governance-subprojects/>
 - other template
 - how to run an election
 - Gov WG will probably be part of matriculation, as well as Com WG.
 - Maintainer Circle
 - Still need a new lead for this, but going to try to do one in Jan anyway.
 - Possible MC on mentoring - is there specific timing to consider?
 - WG doesn't have docs on what's going on.
 - David is interested in helping.
- Getting the word out campaign:
 - Project pavilion at KubeCon:
 - Exhibit hall rather empty unfortunately
 - [Catherine] hopped from kiosk to kiosk to tell maintainers about the TAG
 - Lots of people who didn't know about the tag
 - Some wanted to join
 - Lessons learned:
 - have "portable" QR codes to sign up for the mailing list so they can do it then and there
 - Working the kiosks can be done at any KubeCon (no need for a kiosk)
 - Have any new people joined that we know of?
 - Didn't have a lot of numbers, but everyone who visited had specific problems/issues to discuss with us.
 - Were able to use it as kind of an "office hour" for projects
 - David: was more useful than "meet the TAGs" because it was open anytime
 - Agreed that convos were higher-quality in PP
 -
 - Contributor survey update:
 - TBD (waiting for feedback from CNCF)
 - Next steps (depends on feedback)
 - Can we leverage this to talk about the TAG as well? A podcast or some other PR activity?

- If we have a story, we can ask the CNCF PR team (we need to know what to talk about, though)
 - Brainstorm what else we can do
- Weekly Tweet
 - What can we promote about the TAG this week?
 - New template documentation
 - Who will post it?
 - Is there something we want to promote but are missing supporting materials for?
 - Mastodon?
 - CRA said that LF is looking at this – hinges on new staff coming
- Other Discussion
 - Telepresence: need more contributors.
 - Not sure current status for Emmisary and Telepresence
 - TP is mainly looking for more adopters
 - Emmisary is looking to attract maintainers, but there's sponsor conflicts
 -

October 13, 2022

Attendees:

- Dawn Foster
- Nate W.
- Karen Chu
- Carolyn Van Slyck
- Catherine Paganini
- Hippie Hacker
- Riaan Kleinhans
- Josh Berkus
- Alexandre Nicastro
- Jay Tihema

Agenda:

- KubeCon TAG Kiosk
 - What do we show on the monitor?
 - What briefing materials do people staffing it need?
 - Talking points suggestion ([here's a deck](#) we can use, either for talking points or for a presentation at the booth >> feel free to drop in ideas)
 - List of resources to showcase
 - Templates
 - Contributor growth
 - What's our ask/call to action?
 - Standing sign with:

- Survey (QR code)
 - Sign up for the mailing list (QR code)
 - Need one more volunteer (see list [here](#))
 - Would be nice to have 2 people there at a time but need a minimum of one
- WG reports
 - Mentoring WG
 - LFX ongoing (midterm stipends getting paid out)
 - GSoC extended projects ongoing (1 finished up this week, the other will in mid-Nov)
 - Nate W. spoke with LF training, things are still early, but we're discussing a mentoring course
 - How to write up a proposal (not how to be a mentee)
 - How to scope a successful project
 - Adding local content into mentoring materials
 - Etc., would be good to discuss with this team what should be covered
 - KubeCon mentoring maintainer track
 - Josh/Jay/Nate – have put together talking points and need to put it into slide deck + will include video; due tomorrow (deck due tomorrow, not video)
 - <https://docs.google.com/presentation/d/1dssl7RbFX64Eo3BbkWZlI6nc03tWsEag2GEZWzh3HbA/edit?usp=sharing>
 - Focusing on digital community infrastructure
 - Contributor Growth WG
 - Carolyn/Karen attending other projects meetings while gathering info for “how to run a meeting” content
 - Planning to drop into Argo/Flux/Knative/Falco meetings
 - If anyone wants to drop into meetings and share notes, please do
 - If there are meetings that stand out, please let us know as well
 - Etcd meetings are slightly different but not significantly so; might be worth looking into
 - Should consider putting out a call for interesting community meetings for us to observe
 - <https://hackmd.io/UUKiB1aZSmqMQi20hp7FVw>
 - Waiting for governance content to merge then Carolyn will remove drafts branches and simplify our staging process
 - Can start now, these PRs are unmergeable
 - The staging URL will show draft docs
 - Stalled out on contributor infrastructure, I need help getting this going
 - Rob Kielty is working on a gh action for prow (not the same as what Carolyn was doing). It uses go and the test-infra hook existing code which bootstraps us much faster

- Per CNCF project, want to be able to set-up an instance and a template to get started; will be going around to different projects at KubeCon to try and get interest
- Our call to action to get people to work on this with us: <https://hackmd.io/q5li0O1aRdCe67vqFVgcZQ?view#Pitch-for-TAG-Contributor-Strategy-website>
 - figure out how we want to set this up. HH could use a step-by-step
 - going to start in contributor growth
 - need a place to centralize – can use TAG Contributor Strategy issue repo
 - <https://github.com/cncf/tag-contributor-strategy/tree/main/contributor-growth>
 - We can add a file for contributor-infrastructure.md and we can document when we meet, where our agenda is, people to talk to, etc
 - Check with CNCF staff if it's OK to put this here.
- When we have content about how to tap into existing resources for CNCF infrastructure, we can create pages on contribute.cncf.io telling people what's available and how to request it
- Porter v1 is out so Carolyn can go back to finishing the howtos for contributor growth
- Contributor Survey status
 - > 100 responses but a lot are incomplete (around 50%)
 - Half of surveys are from people who are new to the space and don't know the answers yet
 - good news is that there's project diversity
 - Will continue to keep it open through kubecon and they will boost in a keynote
 - Need to make sure what's said doesn't influence future responses
 - Should emphasize that we want to hear from people who have been contributing for a while
 - TBD what stats CNCF will release early to avoid conclusions on incomplete data
 - We talked with the CNCF about emailing the maintainer list but that didn't happen, can we make that happen?
 - Let's share in the meetings that we each attend; want to try get responses from projects across CNCF and not just Kubernetes
- Governance WG
 - Mostly focused on direct project help.
 - OF is using subprojects, which is leading revisions to that one
 - Need to finish docs for governance templates.

- Maintainer Circle
 -
- Weekly Tweet
 - What can we promote about the TAG this week?
 - Let's put out a tweet to recruit for contributor infrastructure, looking for people who want to contribute and help lead
 - Tweet for getting more experienced contributors to fill out the survey
 - Who will post it?
 - Is there something we want to promote but are missing supporting materials for?

September 8, 2022

Attendees:

- Carolyn Van Slyck
- Joshua Berkus
- Riaan Kleinhans
- Jay Tihema
- Catherine Paganini
- Noah Abrahams
- Cathy Zhang
- Sanskar Bhushan
- Nate Waddington
- Valentine Gatwiri
- Karen Chu

Agenda:

- Add your agenda items here
- WG reports
 - Mentoring WG
 - Drafting general ideas for project plan ahead of next week's WG meeting
 - KubeCon pres prep
 - GSOC offered to help promote the program via a video series
 - Cathy: how can we help new contributors ramp up quickly for projects?
 - it would be great to help fill the gap
 - One of the goals is to increase the number of mentees, what about increasing the number of projects?
 - Also documenting mentoring experienced contributors
 - Continue discussion in mentoring WG
 - What about locating projects who need contributors?
 - It's a manual process
 - Contributor Growth WG

- Karen and Carolyn starting on a guide for running a meeting. We'd like to interview other maintainers and get a better feel for what people are doing, maybe sit in on some other project's meetings.
 - We want to rename from Community Infra to Contributor Infrastructure to avoid confusion about our goals/scope
 - Noah is working on a non-code contributor guide for k8s that we want to rework so that it can be used for the CNCF in general
 - Working on the contributor survey to get more information about experienced contributors, and any obstacles or problems that they run into. Joining forces with the CNCF to reach more people
 - Job Board
 - This requires a dedicated person
 - Catherine: we should just make it available
 - Cathy: remind projects of recruitment
 - Josh: we have no way of reliably reaching maintainers
 - (discussion around reaching maintainers and getting them to list contributor opps)
 -
 - Governance WG
 - Re-writing Federated docs
 - Should we have stubs or no links for docs not written yet?
 - Add links for the stubs
 - Maintainer Circle
 - We need to recruit a new MC facilitator. Someone who likes managing events.
 - Should advertise for it
- Getting the word out campaign
 - Got project pavilion kiosk
 - Need to recruit volunteers to man kiosk (please [sign up here](#))
 - Giveaways:
 - Stickers: TAG logo + TAG Superhero
 - Brochure (?) >> can ask CNCF to help design and print if we want to
 - What to showcase on monitor:
 - Josh: presentation loop? Screen with list of things?
 - One screen summary of TAG?
 - Panel discussion idea for podcast or live stream at KubeCon (need to pitch concrete idea to CNCF)
- [Contributor survey update](#)
 - CNCF will launch on Sep 19 (possibly even next week)
 - TAG + CNCF >> we can be the face of the survey (good for awareness)
 - Some discussion of questions
 - Sanskar: Apache foundation for insight into community activity.

- Writing article about different tools in CM
 - Ways of looking at project health
 - will add to CG agenda
- Weekly Tweet
 - What can we promote about the TAG this week?
 - Who will post it?
 - Is there something we want to promote but are missing supporting materials for?
 - Craft a series of Did You Know tweets for CNCF [#153](#)
 - valentineG /gatwirival would like to help.
 - Mentorship AMA?
 - Valentine has offered to help with Did You Know tweets

August 11, 2022

Attendees:

- Dawn Foster
- Noah Abrahams
- Josh Berkus (partial)
- Jay Tihema
- Riaan Kleinhans
- Catherine Paganini
- Nate Waddington
- Carolyn Van Slyck
- Cathy ZHang
- Karen Chu
- Alexandre Nicastro

Agenda:

- Add your agenda items here
- WG reports
 - Governance WG
 - Merging docs on Federated governance soon (aka subprojects)
 - Added requirement to have lead succession plan for graduated projects for CNCF guidelines
 - File an issue to audit the graduated projects for a process to remove maintainers.
 - What about projects – do they have a term of office?
 - Larger projects probably should have one
 - Look at this when we audit
 - Review maintainers with each annual report
 - Mentoring WG

- Had our first [monthly meeting two days ago](#).
 - CNCF LFX Mentorship term 3: Sept - Nov is currently accepting project proposals till friday. Mentee applications will open next Monday.
 - Have ~15 project proposals at this point
 - We had 33 and 40 for the last two semesters
 - [NW] correction:
 - Spring '22: 36 projects
 - Summer '22: 29 projects (ongoing)
 - Most proposals come in on the last day
 - If you're looking to help manage proposal PRs:
 - Mentors should be maintainers:
 - <https://github.com/cncf/foundation/blob/main/project-maintainers.csv>
 - Mentor email addresses needed
 - Join the mailing list: <https://lists.cncf.io/g/tag-cs-mentoring-wg>
 - Canvas Career Expo today, link to go out
- Contributor Growth WG
 - Here is the latest design for the website
 - <https://deploy-preview-187--cncf-contribute.netlify.app/>
 - The new site will combine cncf/contribute into tag-contributor-strategy
 - Merged the [annual review email template](#) to get in touch with projects at their annual review
 - Call out which projects need particular attention
 - Need to sync with Amye on how we could collect this info and get projects to provide it when they update their project blurb
 - May be able to collect this information when the non-code contribution group reaches out to projects to [still undefined]
 - Dims (TOC Chair) has a list of who needs contributors
 - Maybe pull in automated information about response times, activity from the landscape graph project
 - A “job board” that better fits how people look for where to fit into and help projects
 - Could build a list of potential contributors, interests and skills to help match contributors to projects
 - More of a medium to long term project
- Maintainer Circle
- Carolyn: How can we get our recordings posted each week?
 - Carolyn should have access now (or we can ask for it)
 - Dawn will send carolyn info on how to download and post the videos
- Get the word out campaign
 - CNCF live stream has 242 views so far on YouTube
 - We are pretty much ready to check off all tasks in [this issue](#)
 - KubeCon:

- Waiting to hear regarding project pavilion
 - Whether we get it or not, we should walk up to each booth and introduce the TAG
 - Podcast idea we could pitch the PR team?
 - We can do a talk/cast on how to build out the right half of your pipeline. Attracting skilled, experienced contributors who are a net benefit (doesn't require as much skill building/mentoring) and build up a diverse set of maintainers across companies
 - Any other ideas?
 - Collect information for contributor growth to help support giving advice on how to get contributors who are likely to become maintainers or regular contributors, and how to get maintainers from other company's
 - We can use the results of this for a future kubecon talk
 - Reach out to projects that started out single vendor who have since graduated and interview them to understand how they accomplished it
 - Add questions to the CNCF surveys to understand why contributors aren't feeling successful (and what made others successful)
 - Interview new contributors to various projects and get a feel for who is successful (or not) and why. Ideally get a mix of people from both small sandbox projects and larger graduated projects (sig contribEx)
 - Part of the idea of pitching something for a podcast at KubeCon
 - Weekly Tweet
 - What can we promote about the TAG this week?
 - Who will post it?
 - Is there something we want to promote but are missing supporting materials for?

July 14, 2022

Attendees:

- Josh Berkus
- Dawn Foster
- Carolyn Van Slyck
- Nate Waddington
- Jay Tihema
- Riaan Kleinhans

Agenda:

- Add your agenda items here
- WG reports

- Mentoring WG
 - Is it approved now? Not yet but we assume that it will be since everyone has been positive
 - We can just start meetings now
 - Nate will schedule initial meeting
 - Josh needs Jay's gh username so we can add you to the tag repo
 - Team had a meeting around the new program (HEWA). Would like to do a survey of prior mentors.
 - Please loop in Josh when a draft of the survey is ready
 - Challenge: reaching the mentors.
 - Can't really tie it to swag
 - Make it a more general survey?
 - Won't be able to do another survey for around a year
 - BUT: a very short survey will have higher completion
- Contributor Growth WG
 - Discuss an idea around reference architecture proposals based on use cases by collaborating with the CNCF user groups
 - Told to take it to TAG/Apps and/or Landscape
 - Not a good fit for TAG-CS
- Governance WG
 - KubeCon Maintainer Track submissions - decided to submit mentoring talk
 - More new and unique
 - Spent most of the last meeting on Operator Framework governance help
 - Adopting the federated structure
 - Had a bunch of questions, supplied feedback
 - Josh needs to finish docs for subprojects template
- Maintainer Circle
 - [paris] waiting for thockin to get back to me for avail to do a virtual show of the one in valencia
 - [paris] would like at least one person (3 would be ideal) to commit to helping with curation and coordination of maintainer circles
 - Each circle we try to get 2 experts to talk about the topic
 - It can be difficult to find the right people to lead it and then schedule a time
 - Day of it's logistics around break out rooms, introducing the speakers, general AV fun
 - We have docs around when to follow up with people, and a timeline running up to the event that someone can follow to run an event
 - Josh has pitched one on mentoring
 - Look for 1-2 people who have been a mentor (even outside the CNCF) or a mentoring program administrator

- Doesn't have to be cloud native
- Getting the word out campaign:
 - Cloud Native Live session scheduled for August 10 work at 9am PT
 - Carolyn and Dawn will present?
 - Carolyn will be there with cats on
 - Is it on your calendar? yup!
 - How can we promote it so maintainers know about it? There isn't a ton of CNCF promo
 - An additional tweekly tweet and ask CNCF to retweet?
 - Slack, of course – including MC slack
 - TOC mailing list? No off topic
 - Video resource page: PR ready? Done and tweeted
 - Project pavilion at KubeCon (form to sign up not yet sent out)
 - Once the form is out, we need to jump on it to get one
 - Who gets the form? Who can submit? (Josh & Dawn)
 - Get to choose full or half day, maybe AM/PM
 - It's every day of the conference – will do half-day
 - It's close to the other project booths
 - Dawn will probably be available, Josh may not be
 - Have weekly tweets worked so far?
 - My last tweet about the videos got 12 likes, and 2 RT, and ~1.5k impressions
 - Engagement has been low
 - Reach out to projects around annual reviews
 - WASM-Edge needs contrib WG
 - Carolyn will reach out to them on slack and offer help
 - <https://github.com/cncf/toc/pull/873/files> (Annual Review)
 - Maybe recruit them to our ML when they get help?
 - Dawn to read more annual reports
- Community Management [graduation requirement draft](#)
 - [paris] Working on a how-to guide for community / contributor management strategy to go with the graduation proposal
<https://hackmd.io/wZleAQC2SPCtQoUzZFNOJw>
 - Tie this into our larger set of contributor engagement documentation
 - Need to have ideas & templates for other activities in our docs
 - Need to put together a proper HOWTO for this
 - How to find contributors
- Uploading recordings, what needs to happen so we can upload our videos?
 - Instructions forwarded to Dawn
- Weekly Tweet
 - What can we promote about the TAG this week?
 - Promote a video
 - Carolyn to pick one

- Who will post it?
- Is there something we want to promote but are missing supporting materials for?

June 9, 2022

Attendees:

- Carolyn Van Slyck
- Josh Berkus
- Catherine Paganini
- Noah Abrahams
- Riaan Kleinhans
- Amye Scavarda Perrin
- Karen Chu
- Jay Tihema
- Anita Wu

Agenda:

- Maintainer Track Session Deadline is July 11
 - Ideas for sessions:
 - Maybe a deep dive into our templates would be good? By KubeCon NA, hopefully we'll have most of the how-tos done, and this would be a good way to showcase what we have and how easy they are to use.
 - As a project lead, I would have found a session helpful on: start a project that I want to get into sandbox, how to know when my project is ready to apply, what to do before applying, my first year, how to get on a path to incubating, and then reference the templates when relevant.
 - We aren't ready yet but by 2023 KubeCon we could do a talk about comminfra and what is available for projects to use.
 - Deep dive on mentoring?
 - Or another general session
 - Recruitment session for all of our initiatives (panel with someone from each initiative can talk about what they are doing and where they need help)
 - Potential Speakers: Karen, Josh (backup), Nate and Jay possibly (need to confirm, Carolyn if virtual)
- CNCF Project Outreach - ASP put this on the agenda
 - At the 6 month mark, new sandbox projects (and even incubating projects!) are in a good place to be able to take advantage of TAG Contributor Strategy.

- Staff is happy to send an email from the TAG to the projects at that 6 month mark
 - what should it say?
 - Email template
 - Carolyn to help
 - Point them to “if you are at this stage, take a look at X resources/templates”
 - Incubating will be interested in looking at governance if they don’t have it yet
 - Add landing pages to contribute.cncf.io for different groups of people that we are sending to do things: mentoring, 6 month checkup, recruiting, new sandbox projects, videos page
 - Need to create the backing resources first before linking to them in the email template.
 - Carolyn will make a videos page and an initial tweet to promote it
 - Carolyn will start the email template doc with a list of what resources we need before we send it, and post a link in the slack channel. Base it on the blog post.
- WG reports
 - Contributor Growth WG
 - Contributing Guide HowTo is live!
 - Still waiting on an intro paragraph from inclusion and comminfra. Let me know if anyone is blocked and waiting for me/josh/dawn.
 - Carolyn will put comminfra together and get it approved by Hippiie and post in slack
 - We want to use it as recruitment materials for our blog, website, and tweets.
 - Carolyn owes everyone publishing the templates on the website and not just the how to’s like we do today.
 - Let’s link to our kubecon recordings from our website!
 - good material for landing page (6-month page)
 - If anyone is interested in contributing to the site, just let carolyn know and I can get you started!
 - Governance WG
 - Starting to add template docs
 - Helped Flux pick governance, incorporating our templates
 - Took things from our template and supplemented their initial start on their governance doc to fill in the gaps
 - Maintainer Circle
 - No update
 - Mentorship MC?
 - Mentoring WG
 - Request for comment is on the TOC list
 - Wait for 2 weeks and then call for a vote

- Someone left anon comments that we aren't sure if we have to address or not. Amye did resolve them and if they need to happen, people will re-comment with their name on it.
 - [Discussed last meeting](#)
 - If anyone knows of whitepapers on mentoring in open source, help us! We could really use stuff like that to reference.
 - We'll compose a survey in the slack channel, and let's make sure to include a "do you want to know more about the tag? And link to get them included (mailing list, recruiting page).
- Getting the word out campaign: What worked, what didn't, what's next?
 - Did TAG friends give us a shout out? ([slide provided](#))
 - We reached out to several speakers to get a slide added to their talk. Did it happen? Any feedback?
 - It was added to Karen's slide, not sure about other speakers. We could check by watching videos now that they are up, or clicking through their posted slides.
 - Weekly tweets pointing to resources (including keynote)
 - The latest tweet about the Contributing Guide is doing well
 - We are not keeping up with the goal on one tweet per "thursday" meeting
 - next week: tweet about kubecon videos
 - tweet about one video at a time as followup
 - "snackable"
 - Online Programs >> Catherine to ask Libby
 - Live webinar format (40m live)
 - Prerecorded content that can go direct to youtube (our cncf channel)
 - There are slots given to projects (released quarterly)
 - Catherine did one for the glossary recently
 - What can we do at the next KubeCon?
 - Stickers
 - CNCF has done one-off runs of stickers in the past so we may be able to get some made for us for Detroit
 - Project pavilion (maybe we can get one)
 - brochure, stickers
 - Sign up for updates right here!
 - It would need to be staffed. We could post a schedule and ask people to be there for 2 hour blocks.
 - Do we know if they are willing to offer for TAGs? They gave them to business value group and cartographer(?) so it's worth asking
 - How many of us will be present at Detroit? And could commit to doing a block?
 - Catherine: let's follow-up with a slack poll to find out (after asking)
 - By what time do we need to commit to doing this?

- Karen: you fill out a form and it's like 2 months ahead of time, pick a whole day or half day

May 12, 2022

Attendees:

- Carolyn Van Slyck
- Dawn Foster
- Matt Young
- Noah Abrahams
- Hippie Hacker
- Jay Tihema
- Riaan Kleinhans
- Anita Wu

Agenda:

- Landscape Graph - Matt Young
 - Carolyn: What are you looking for, how can we help?
 - Guidance and Recommendation on how to proceed
 - Project Governance
 - GHA Actions that are useful
 - How to launch this
 - Quickly Approaching MVP
 - Horizontally scalable type system
 - Make a starting point with CNCF data and can pull in their own data
 - Non-read-only
 - How do I Community Based and Driven?
 - This project will take a very long time by myself
 - As you look at all of the projects, in service of them
 - How do we identify project health
 - Losing Maintainers
 - Projects that exemplify good practices broadly
 - Is this a CNCF Project, run by CNCF, or by individual companies?
 - Dawn: What agreements are already in place as it's in github.com/cncf org.
 - #tag-observability + ToC noted many unanswered questions
 - Wanting to provide to the community at large
 - ChrisA + HH / How do we get graph.cncf.io
 - CNCF ToC Community Member
 - Graphs for Good / Neo4j
 - Dawn: Feels more like DevStats rather than infra CNCF Provides

- Doesn't feel like a sandbox project
 - Roll Your Own Devstats is... difficult
 - Could be used for other projects
- Carolyn: Thinking of it as DevStats is a way to go, making so easy so others can run is the way to go.
 - Incredible important to have anyone else contribute
- Carolyn: What we can help give you here?
 - Governance: Focus on ways people who are not part of the CNCF see a path to contribute
 - Contributing Guide
 - Big Areas of Help
 - <https://github.com/orgs/cncf/projects/7/views/6> help
 - [contrib guide](#): wanted)
 - No template from us for Dealing with specific Data, useful to understand privacy, and how it can be used by other people, individuals names etc. Talk about how you can treat this data, and how it can be copied and used.
- Implications when you start associating with... unintentionally showing companies / individuals performing... for health etc... avoid harm
 - Data Intentions
 - Could be applied to other LF Landscape Apps
- AI: Start with Contributor Template, Maintainers File, Link from Contributor Guide (governance within ContribGuide, evolving a governance model)
 - README Template... Q&A FAQ
 - How you plan the data to be used.
 - Current Readme doesn't make clear the relationship to the CNCF.
- Personas:
 - Anyone that's a COChair for a TAG
 - GH Action... youtube playlist with all the tags... making markdown... here are all of our meetings.
- [repo](#), [questions \(board\)](#), [kanban](#), backlog, [#landscape-graph](#)
- <https://github.com/cncf/landscape-graph#landscape-graph-data-model>
- - Creates a neo4j graph of the landscape data
 - Shows dependencies between CNCF projects
 - Shows which company's invest in which projects, and project funding
- How we might use it / what questions we'd like to see answered by the data
 - Some initial questions / user stories:
 - <https://github.com/cncf/landscape-graph#questions>
- We have an initial set of questions that we'd like to answer with the graph, but are looking for other questions that we'd like to answer.

- for a set of projects, for all repos by release, show package dependency trees, overlaid with current CVE announcements w/ reporting and alerting as necessary.
 - for a set of projects' contributors, who employed them whilst they contributed? Who funded those organizations? Who owns them? What else did they invest in?
 - How does investment flow through the Landscape? Who maintains what? Who uses it?
 - Identify communities. Understand how they interact. Comprehend how they collaborate with each other.
 - Grok groupings of frequent code review <-> author interactions across projects.
 - Facilitate generation of Dora metrics in-rears from historical GitHub data for all CNCF projects. ([more on DORA](#)).
 - Are popularity and market cap correlated?
 - What companies are using which projects? What vendors support that?
 - What happened on Twitter last week related to my project?
- WG reports
 - Contributor Growth WG
 - Draft of converting contributing guide to howto format is nearly ready for review
 - [Mentoring WG charter](#) is far enough along that it's ready to just submit to TOC after KubeCon
 - [Inclusiveness initiative](#) will start under WG to get going first. Working on mportant section to highlight is the Help Wanted area. Our groups are making great progress with bubbling up their needs outside of /help-wanted issues on GitHub to target specific areas and high level initiatives that need work. Please forward to those you see fit. We will have more communication around this on social, other mailing lists, etc, going out today and over the course of the next few weeks.
 -
 - Paris
 - on behalf of Kubernetes Steering Committee
 - mportant section to highlight is the Help Wanted area. Our groups are making great progress with bubbling up their needs outside of /help-wanted issues on GitHub to target specific areas and high level initiatives that need work. Please forward to those you see fit. We will have more communication around this on social, other mailing lists, etc, going out today and over the course of the next few weeks.
 -

- Paris
- on behalf of Kubernetes Steering Committee
- an intro paragraph defining initial activities and where help is needed.
- [Community Infra initiative](#) will start under WG to get going as well.
Working on intro paragraph too.
- Governance WG
 - Templates with How-to webpages:
 - Dawn to start with maintainer governance template
 - Josh to start with subprojects template
 - Carolyn to do reviews to help us be consistent with the ones she's already done.
 - 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.
 - 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>
 - Carolyn will chime into the thread with some suggestions from the TAG.
- Maintainer Circle
 - We have one at KubeCon
 - If it goes well, should we also do a virtual one on the same topic for those who couldn't attend in person.
 - We're also working on budgets for getting a professional facilitator for the next few sessions.

April 14, 2022

Attendees:

- Carolyn Van Slyck
- Dawn Foster
- Patrick Stephens
- Josh Berkus
- Matt Young
- Matt Farina

- Nate Waddington
- Melania
- Jade Applegate
- Jeffrey Sica
- Katie Gamanji

Agenda:

- Other Agenda Items??
- Rundown of Pending Items
 - For Liaison review/approval
 - Nothing pending in the repositories
 - Two new WGs aren't ready yet
- Introduce TOC Liaisons and get started
 - Katie Gamanji
 - Matt Farina
- Mentoring WG progress
 - <https://github.com/cncf/tag-contributor-strategy/issues/167>
 - Draft charter: https://hackmd.io/_WGoJ7FIS8eYISHeXwjp3A
 - Half charter, half questions & comments
 - Time to have a discussion about it
 - Need to finish up:
 - Members, chair
 - Meeting cadence
 - Contact info
 - Add priorities
 - [Example other WG](#)
 - Once cleaned up, turn into gdoc for TOC comments
- Graduation requirement for community management strategy
 - <https://hackmd.io/wZleAQC2SPCtQoUzZFNOJw>
 - <https://github.com/cncf/tag-contributor-strategy/issues/43>
 - Requirement at project level would be loose, must just have defined strategy
 - Specific CM not required
 - Provide content and suggested strategies
 - Which project are you more like
 - TAG-Obs have been struggling a bit with contributor issues
 - What about projects moving into incubation?
 - Weren't planning on it
 - Just wanted to have a plan at a graduated level
 - Starting to engage more with projects during annual reviews
 - Many projects get asked about this going into incubating, but since it's not templated, not all of them do.
 - The bar is very variable depending

- Post kubecon, we'd like to look at making due diligence templates to use when moving between stages. (Governance - WG)
- Inclusiveness initiative
 - Support in creating a new WG or start collaborating with an existing one
 - Support in "recruiting" additional people to get on board for the project
 - Create inclusive space for underrepresented groups
 - Help them to orient themselves in cloud native world
 - Had a couple meetings, want to go in a particular direction
 - Collect a list of folks
 - Should we start a whole new WG, or under an existing one.
 - Need to get word out that we're doing this
 - Should it be under Contributor Growth?
 - Participate there for a while, then form a new WG
 - Don't need as much detail as the Enviro WG
 - Will work on it at next CG meeting
- Rebooting Community Infrastructure WG under this TAG
 - <https://hackmd.io/mmPVK1PCQD2swm1GrzB0NQ>
 - Processes for projects to run their community/project
 - Prow is a very high bar, but projects need that functionality
 - Github action that does Prow
 - Will really help projects cut down on re-invention
 - Can be under CG working group
 - Until it attracts more people
 - Need to tweet it – let's work out a schedule on slack
 - Is prow the thing?
 - TAG-Obs has some projects, would like to work with infra effort
 - GH actions are a "lite" version, but incomplete
 - Also assigning issues
 - Closing issues when you merge it
 - Creating list of who's contributed
 - Just adopting things that exist and polishing them
 - Prow is too resource-hungry for small projects
 - GH actions question:
 - Tokens are an issue, no?
 - There's a way around that with workflows
 - Can be made safe
- Boilerplate response to "fake" pull requests
 - Students issuing PRs to build resume
 - Christophe(?) working on canned responses in CG, maybe could use this
 - Adding to CG agenda
- WG reports
 - Contributor Growth WG
 - Carolyn starting on Contributing and then Ladder template updates

- Carolyn to work next week
 - Plus everything we discussed above
 - Governance WG
 - how-to / instruction pages for templates.
 - Not really started
 - Elekto security overhaul 60% complete
 - Maintainer Circle
 - [paris] updates on where we are right now
 - MC topic for KubeCon EU:
 - Reviewing
 - How to be an awesome reviewer - tim hockin
 - Self care for reviewers - danielle lancaster
 - Need date/time so i can confirm with speakers
 - Need to create discussion topics
 - More virtual sessions
 - Getting budget, schedule

March 10

Attendees:

- Dawn Foster
- Josh Berkus
- Jade Applegate
- Carolyn Van Slyck
- Nate Waddington
- Abhijith Ganesh
- Melania
- Jade Applegate
- Julia Simon

Agenda:

- KubeCon presence & talks
 - Keynote
 - Speakers? Catherine, Josh, Dawn? Maybe not.
 - What about getting a maintainer of a project who has used some of our resources?
 - Carolyn can identify folks who have used our templates
 - Keep our maintainer slot
- Mentoring WG?
 - Should we put it on hold until Ihor is available?
 - Nate wants to go ahead
 - Draft charter and get TOC to approve it

- Inclusiveness WG proposal
 - We would like to create an inclusive space/community for underrepresented groups (e.g., women, non-binary folks and more) in the Cloud Native environment. The idea is helping people from underrepresented groups to safely express and to orientate themselves in the Cloud Native world.
 - A starting point for this could be to support these groups in public speaking, call for papers and, more in general, support them to get more visibility.
 - The CNCF TAG Contributor Strategy group might help us to better identify the needs for this community, gather ideas for the initiative, and tell us what is already being done for similar matters.
 - Main issue: women and urms not in the spotlight (noticed in italian group)
 - Want to create a digital space for underrepresented people
 - Just getting started, in early stage
 - Melania isn't sure if they want to mainly do something that's local or if it should be around the world
 - Julia: thoughts about other initiatives, like mentorship program
 - Would be interesting to tie inclusivity to mentorship
 - Idea of "the human experience" around leadership or diversity
 - Create a more healthy diverse inclusive community
 - Carolyn: tying it to mentorship may exclude the experienced folks
 - What about minority peer support forum?
 - Jade: +1, also psychological safety
 - Dawn: having good mentorship is key, but it's not everything
 - Peer-to-peer mentoring space for URMs?
 - Resources: idea came from marketing team, don't have a lot of technical people, want to recruit them.
 - Not doing much yet. Try to understand what is the most important thing.
 - Could do education, could do public speaking
 - Education around certifications, where to get started
 - We have a lot of people who can coach speakers
 - Help with abstracts
 - Need to write charter, put all of these things in scope, won't necessarily do them immediately.
 - People who learn things can document them in public/social media, it will encourage others.
 - So you learn, and document as you learn
 - People do this a lot for talks
 - Next: write charter, propose WG
 - Hard part, figure out meeting times
 - Melania, Jade, draft with TAG help
- Discuss process for getting a content review from the TAG first then the TOC
 - Syncing approved content from draft into main for <https://github.com/cncf/project-template/>

- Just merge changes from drafts to PR, should be the content owner if possible
 - Merge original PR to main, instead of cherry-picking from drafts
- Some things are already not merged, like the reviewing.md
- Drafts lets TOC approve as well as lets people collaborate on the branch
 - If collaborating need to cherry-pick
- Will create PRs for approval
- Reaching out to projects at the 6-month mark (Amye)
 - Could also be 8 month mark, onboarding is taking longer than we'd like (asp)
 - Next steps: Draft a template of what you'd want the projects to know and we'll figure out how to send it – next steps
 - Projects are drowning during onboarding, contact later
 - Carolyn: but some of our materials are things projects need during onboarding
 - Amye: we don't actually request these things during onboarding
 - But ... TOC and TAG members often ask for these documents
 - Really a "before sandbox" thing
 - Working path is not clear, don't know where everything is
 - Would be easy to add templates to that if it existed
 - Part of matriculation overhaul, like add it to sandbox form
 - Annual reviews will happen in public in the future
 - Good time to see how we can evolve the process
 - Add links to the templates
 - And contribute.cncf.io
- WG reports
 - Contributor Growth WG
 - Looking at what they want to do next content-wise
 - Karen: Advice for running contributor summits, onboarding tutorials, etc
 - Carolyn: Update templates with new format
 - Sarah: Examples of how to reply to common awkward/rude questions to your project
 - Governance WG
 - April brought up how to conduct good meetings for your project (Issue here: <https://github.com/cncf/tag-contributor-strategy/issues/159>)
 - Maintainer Circle
 -
 -

February 10

Attendees:

-
- Dawn Foster
- Josh Berkus
- Catherine Paganini
- Ihor Dvoretzkyi
- Carolyn Van Slyck
- Nate Waddington

Agenda:

- PR at KubeCon
 - Table in front of maintainer track sessions + sign + flyers + signup sheet + one person "recruiting" volunteers (manned by volunteers in 2 hour chunks)
 - Signup sheet at KubeCon talks for those interested in joining (email invite afterwards)
 - We have an awareness issue
 - People don't know that it exists
 - Our audience is a subgroup – how do we reach the maintainers
 - Have a little table at the maintainer track
 - People can sign up to get notifications
 - Who attends?
 - Maintainers, contributors
 - What about staffing?
 - Josh would not be available because booth duty
 - What about passive information, like a flyer?
 - Or poster on tri-fold stand
 - Ask LF if maintainer track will be specific room(s)
 - Want to sign people up for something where there's follow up like a ML, since people forget things after Kubecon
 -
- Getting the word out (please refer to the Jan 13 notes)
 - Create a mailing list for maintainers interested in TAGCS
 - Carolyn Van Slyck to request
 - Write a blog post about what we do. We can point to this with Links
 - First step. Catherine is already working on this.
 - The idea is to have a blog post with follow-up social media so that people see it.
 - Maybe a Cloud Native TV show.
 - Check maintainer.cncf.io website for contact info
 - Also ask for tweets more when we release stuff
- KubeCon Maintainer Track Proposals due Feb 14
 - Who is planning to go to Kubecon and can present this?

- Josh says “not it”
- Using CNCF Resources to build your contributor community - need a catchy title. Help, I’m a maintainer. How to use the resources available to you.
- Josh to submit and co-write it with Catherine - Catherine to write first draft.. Dawn & Catherine to present.
- TAG Liaison replacement for Saad.
- Josh to Chat with Amye about including how to address action items from the TOC in annual review feedback. I.e. linking to the relevant TAG to get help
- [Ihor] Mentorship ownership transfer to the TAG
 - Would like to kick this off now to finish by the end of Q1. We have the approvals, what are the next steps?
 - Still need approval of this as a new WG from the TOC - Ihor to draft this.
 - CNCF staff will drive the programs, but ownership will be from the community.
 - Create WG with Ihor & Nate as leads
 - LFX Mentoring, GSOC, GSOD,
 - <https://mentoring.cncf.io>
- WG reports
 - Contributor Growth WG
 - Let’s chat about the suggested format for a website guide + template.
 - Carolyn still needs to swap how we do staging for the website and update our contributing guide so that we have more control over when changes go live.
 - Gov WG has a todo around this too
 - We should overhaul all of our templates around this
 - Governance WG
 - No progress on templates PR: <https://github.com/cncf/project-template/pull/18>
 -
 - Maintainer Circle
- Julia Simon: a group of people working on D&I in Cloud Native is looking for a place to connect
 - Inclusive Naming Initiative?
 - For specifically Cloud Native, would make sense to have a WG under TAG if someone wants to lead it
 - Julia to contact group
 - Also Julia has a paper about the Human Experience and CN, wants to share with TAG

Ideas from the Working Group:

- Possible activities:
 - CNCF blog with strong CTA to join or check out resources (could serve as basis for further promo >> landing page for social campaign, etc.)
 - First thing to do

- Introduce contributor strategy
- Outline what we help with
- Who we help
- How to get involved
- CTA:
 - Maintainers: go to the site
 - Join maintainers circle
 - Solicit content / advice, it can be just a single piece, not a commitment
- Carolyn: Make a first pass at a what should be in the post so people can fill out more
- Small social media campaign (couple weeks in Jan/Feb): + images that explain what the TAG is
 - LinkedIn
 - Twitter
 - The cncf could run a Meet the TAGs, series highlight each TAG?
- Cloud Native TV show (Libby POC)
 - Catherine will talk to Libby: Let's ask what we need to "bring" and which show is the right fit
- Interviews at KubeCon EU in May
- Webinar (Libby POC)
- Signup sheet at KubeCon talks for those interested in joining (email invite afterwards)
 - Encourage people to join TAG Promotional mailing list and slack
 - Send email after kubecon with how to participate
 - Send our promotional content to the mailing list as well
 - Send around a paper sign up so people can just give their email / name to join
- Table in front of maintainer track sessions + sign + flyers + signup sheet + one person "recruiting" volunteers (manned by volunteers in 2 hour chunks)
 - Do it in the project pavilion
 -
- Retweets from CNCF
- Content Calendar
 - Intro to the TAG
 - Maintainers circle
 - Governance
- Where do project owners hang out digitally? How can we reach them?
 - Not in one place
 - They hang out in their project spaces: project slack, mailing list
 - Let's make a mailing list just for announcements and communications for external people - carolyn will follow up to make list

- How can high profile members of our community become advocates for our effort?
 - Call out each time they speak at an event
 - TAG to provide a slide they can use for their talks
 - Help amplify the CNCF effort
- Do we have access to Google Analytics data for contribute.cncf.io?

January 13th

Attendees:

- Stephen Augustus
- Dawn Foster
- Josh Berkus
- Carolyn Van Slyck
-

Agenda:

- Leadership changes
 - Dawn Foster to become co-chair
 - Paris Pittman and Stephen Augustus stepping down
 - TOC message: <https://lists.cncf.io/g/cncf-toc/message/6491>
 - PR: <https://github.com/cncf/tag-contributor-strategy/pull/150>
 - Need to audit all of the docs to make sure that everything is correct for the current set of leads
 - Same for project template repo (which is not part of our board)
 - We have to do repo boards because of permissions
 - Ask CNCF if it's possible to have an org-level board for us so that we can assign things to TOC liaisons?
- Getting The Word Out about T-CS
 - Email for maintainers is no good according to staff
 - Stephen disagrees ... says the email load is light
 - Maybe poke at that – what is that list for if it's not for giving information to maintainers?
 - TOC list instead
 - Blog post – can add a post to CNCF blog
 - Write CNCF blog post
 - Cloudnative.TV? Which show?
 - Ping folks and offer our services?

- Explain it like I'm 5?
- Kubecon?
 - Maintainer Session due soon ... we doing this?
 - **Due: Monday, February 14 at 9:00 am PST**
 - Potential speakers: Stephen / Dawn
 - Make it a more general review of T-CS?
- Also, check in with Amye again
- Retweeting stuff for us
 - When we publish stuff?
 - Content calendar? Hahah
 - Could hand to TOC liaisons
- Recruiting new people who are not so oversubscribed?
 - Use kubecon session as recruitment?
 - Need to be more visible
 - Need to put out the call for "1 piece of advice"
 - Our group is well positioned for drive-throughs
 - Recruit from projects that are doing something in particular well?
 - Helm write-up on user contributing e.g., Chart maintainers
 - Carolyn may be talking to someone (maybe Karen Chu?)
 - Test infrastructure for CNCF projects?
 - Who is doing that well but isn't as huge as Kubernetes
 - Probot settings
 - Prow github actions
 - Github management in general ... Peribolos?
 - Blog post called "community in a box"
- T-CS could engage with projects based on their annual reports
 - Can we see TOC feedback? ~~Not currently~~
 - ~~Get TOC to share information?~~
 - ~~Make a proposal to TOC~~
 - Focus on accepted sandbox & incubating projects; proposed sandbox projects are often not suitable
 - TOC should be pointing people to the appropriate resources whenever they need work – not just us but TAG-security etc.
 - Feedback happens in private TOC meeting, but is provided on the mailing list ([example](#)):
 - Telepresence: The TOC suggests building a community that is independent of Ambassador Labs that's more tied into the CNCF community; moving slack into CNCF community.
 - ChaosMesh: The TOC encourages getting involved with ChaosMesh Working Group under TAG App Delivery.
 - Parsec: The TOC encourages working with TAG Security around a security assessment.

- Dex: The TOC encourages a maintainer onboarding process as part of governance improvements.
 - BFE: The TOC suggests adopting more open governance as a part of considering incubation; that the project change their CLA to the CNCF CLA and that the project considers partnering with other CNCF projects.
 - Serverless Workflow Specification: The TOC encourages the project to increase adoption before applying for incubation.
 - In-toto: The TOC encourages the project to re-engage in incubation process.
 - Strimzi: The TOC encourages a maintainer onboarding process as part of governance improvements.
- WG reports
 - Contributor Growth WG
 - Starting back up after taking a winter break
 - Working on reviewer materials
 - Governance WG
 - Status of template PR: <https://github.com/cncf/project-template/pull/18>
 - Approved by dims - what's the process to get it merged?
 - Just ask Saad/Alena
 - Maybe work on joint COCC later this year
 - Maintainer Circle
 - [Stephen] Idea: TODO Group Steering AMA
 - Kubecon? General session vs. MC? Or same?
 - Have one scheduled after kubecon
 - Session about contraction in contributor time & reviewers (Carolyn!)
 - Struggling with “how do we get things reviewed?”
 - Put it on the schedule
 - Also conflicts with trash fires across the internet
 - And maintainer burden and how do you deal with this
 - Carolyn to facilitate
 - Mentorships
 - Ihor couldn't attend.

December 9th

Attendees:

- Dawn Foster
- Josh Berkus
- Julia Simon

- Ihor Dvoretzkyi
- April Nassi

Agenda:

- Add CNCF Mentoring Programs to TAG?
 - Separate working group?
 - Ihor wants separate, there's a bunch of differences
 - Finding people who can help is the hard part
 - But a WG would add visibility
 - Also thinking about helping projects implement shadow programs
 - Create Mentoring WG
 - Will own mentoring repo
 - Ihor initially only member (or maybe josh)
 - Ihor to draft PR in early January
- WG reports
 - Contributor Growth WG
 - Not available to the meeting
 -
 - Governance WG
 - [Templates PR](#) into CNCF templates repo - new README template and added values section to the 3 governance repos:
 - Do we need to ping our TOC reps for review on the templates?
 - Would be amended if we get a CNCF-wide values statement
 - Dims, Josh, Dawn, Aeva to work on CNCF-wide one.
 - Not sure how this would get included in contribute.
 - Add more examples of values statements?
 - Examples in our docs/templates
 - Examples here: <https://contribute.cncf.io/maintainers/governance/charter/>
 - Maintainer Circle
 - Add Burnout collab page to our repo
 - Where? Is this a wiki thing, or something else?
 - Notes for meetings
 - Want to collect notes and put them up somewhere people can refer to them, right now notes are just on slack
 - A summary for the public website would also be great
 - Key takeaways?
 - Write up by role: manager, leader, etc.
 - Is this for live notes or republished notes?
 - Goal is to not have notes in slack, so maybe Gdocs?
 - Plan is to create document on repo which references google doc, and then notes google doc owned by CNCF.
 - Josh to create Gdoc & directory, Julia as owner

- Issues with Due Dillgence process
 - Process is vaguely defined
 - Three different DD templates, maybe more
 - Key items like End User and Multi-Org are still poorly defined
 - Josh to draft request from TAG for review before sending to TOC

November 11th

Attendees:

- Josh Berkus
- Carolyn Van Slyck
- Josh Berkus
- Chris Short
- Stephen Augustus
- Ihor
- Amye

Agenda:

- WG reports
 - Contributor Growth WG
 - Moving to every 1st and 3rd Thursday (same time, 3pm Central Time)
 - Making progress on the reviewing guide and reviewing.md with hopefully a better template going forward to pair a guide with our project template repo.
 - Accompanies contributing.md. For new reviewers.
 - Helpful for smaller project
 - How do we let projects know when there's a new template available?
 - Maintainers list may get too much traffic
 - Stephen thinks it's the right list to use, will validate with Amye
 - Amye suggested using the public TOC list
 - Use the TOC list? Maintainers may not read it, but then they don't read the maintainer list either.
 - Will try the TOC list first.
 - Stephen - each of these notifications should remind folks that TAG Contrib Strat list exists
 - Stephen - can we highlight ContribStrat resources as part of project onboarding?
 - Check in w/ Amye around January re: plugging new projects into ContribStrat

- 6 month projects would be awesome! -- asp
 - Governance WG
 - Still working on charter & values
 - Requires [README template](#) which is a big effort
 - Assisted Vitess in refactoring governance
 - Maintainer Circle
 - Was a public meeting at Kubecon, need to ask Paris for report
 - We tried to do a hybrid maintainer circle at kubecon this year. Due to deciding at the last minute though, we only got 2 people virtually. I think if we announced it ahead of time, and put a link on the schedule to how to join virtually it would get more people next time.
 - Seemed to have a good group of people attend, and the breakouts were productive.
 - emotional triggers
 - emotional safety/boundaries
 - burnout, grief/loss
- Pending PRs/Issues
 - [PRs](#) and [Templates](#)
 - Josh to email Saad/Alena
 - [Issues](#)
 - Dismantle punch list for website issue and file separate issues for the things we still care about so we can close it. Carolyn will do this.
 - Logo is chosen, but we're not using it anywhere; close existing issue, open new "use the logo" issue.
 - Issues should either get assigned or be help wanted
- Open mic:
 - [Ihor] Mentoring by community
 - Wants to make the mentoring programs more community-owned
 - LFX, Also GSOC & Outreachy
 - Not true for Kubernetes
 - CNCF is involved in a bunch of different ways
 - Should depend on the size of the project
 - Kubernetes is the only project that has its own admins, CNCF has been doing it for everyone else
 - Linkerd has been adminning to for GSOC
 - Ihor wants to share the ownership of the mentoring programs with the community
 - Mentorship working group under ContribStrat?
 - More CNCF organizational contributors
 - Open issue: will need new people to head up the working group.
 - LFX does not accept admins other than Ihor

- Stephen - Need to bolster ContribStrat membership ahead of proposing a new WG for this

October 14 - Be At KubeCon

August 12, 2021

Attendees:

- Carolyn Van Slyck
- Dawn Foster
- Josh Berkus
- Stephen Augustus

Agenda:

- Choose Logo!
 - <https://github.com/cncf/tag-contributor-strategy/issues/120>
 - We cannot bikeshed this hard enough
 - We love the bee
<https://user-images.githubusercontent.com/1368985/126844476-63ed145b-efe7-4bb7-852e-107c5c3808aa.png>
- KubeCon updates
 - Our maintainer session
 - Josh and Catherine to run
 - Dawn initially presenting; email out to KubeCon Staff + Stephen to approve swap
 - Other TAG-related sessions from Contrib Strat members
 - Dawn is doing a talk about project health from our doc on the site
 - We should submit a talk about the project templates to another event like open source summit
- WG reports
 - Contributor Growth WG
 - Merged SIG Security template references on the website, adding templates for SECURITY.md and more. The templates live in sig-security's repo, not ours.
 - Stephen to reach out to TAG Security about pulling the security templates into the template repo
 - Open PRs that need attention
 - <https://github.com/cncf/tag-contributor-strategy/pull/122> (needs review from TAG maintainers)
 - <https://github.com/cncf/project-template/pull/12#issuecomment-866327219> (Celeste: need to address TOC feedback)

- <https://github.com/cncf/tag-contributor-strategy/pull/114> (waiting for TOC)
 - <https://github.com/cncf/tag-contributor-strategy/pull/113> (approved by TOC, has merge conflicts, Carolyn will update, and figure out if any comments are still unaddressed).
 - Karen and Carolyn are still working on the reviewing documents/templates.
 - Governance WG
 - Chatted with Github MVG folks.
 - <https://github.com/github/MVG>
 -
 - Maintainer Circle
 - Stephen to seed new potential maintainers for this
- We should track who uses our templates, which ones, and what type of modifications were made so that we can improve them.
 - Add this to an ADOPTERS.md

June 10, 2021

Attendees:

- Josh Berkus
- Dawn Foster
- Carolyn Van Slyck
- Stephen Augustus
- Aeva Black
- Karen Chu
- Dims Srinivas

Agenda:

- WG reports
 - Contributor Growth WG
 - Contributor Ladder has been merged! 🎉
 - Karen and Carolyn are working on a reviewing guide
 - Community CRM workshop is 8am PDT/1500 UTC on <http://CommunityCentral.TV>
 - In the future we can use cloudnative.tv or bevy to livestream, or spotlight live
 - It was recorded.
 - Once it's uploaded, carolyn will link to it on our site and get tweets out
 - Are we ready to ask our TOC liaison to review and approve the [Contributor Growth Framework](#) and the [Community CRM Runbook](#)?

- Tag them and email the liaisons
 - We could have a community strat channel on cncf.tv, but would need a new vol to step forward to lead it.
 - Or TAG bulletin
- Governance WG
 - Currently adding charter advisory, and working on adding the charter elements to the templates.
 - Will require a README template, which has many parts
 - collab wanted
 - Lots more TODO
 - Future work: discuss the LinkerD/SC model
- Maintainer Circle
 - Can someone else take the lead on scheduling this?
 - Stephen: Can do!
 - Doodle is out and folks have voted
 - Stephen will get set of proposed topics from Paris
 - and work w/ Carolyn on
 - Carolyn: The Contributor Growth WG suggested a topic. How to participate with programs like outreachy, google summer of code, and docs with maintainers, LF mentoring, etc. Get a feel for people's experiences, how the programs work, what would be a good proposal and when you should have one ready so you aren't caught off guard.
- CNCF Level CoC Work
 - Who is doing this?
 - No specific body, at this time
 - Are sandbox projects doing CoC work?
 - Governance discussed enforcement
 - Sandbox/small projects don't really have support
 - Template has contact info for Mishi (copied from historical CNCF docs)
 - Talked about having a "joint CoCC" in ~~TOC~~CNCF, response was warm but nobody volunteered to take it on work to define or create it
 - draft something and bring it to TOC/ML
 - could talk to CRA & Amye too
 - Still waiting on someone having time to take point on this
 - Revisit at Gov WG meeting on June 22
- Maintainer Track Talk for KubeCon NA?
 - Two restrictions on talks: submission must be a maintainer, or chair/TL
 - no restriction on the speakers
 - Topic this time?
 - Project paperwork? Annual reports will be done though
 - Carolyn would prefer to wait for an in-person workshop
 - We should do this as a monthly office hours thing instead

- Separate session? Second half of monthly meeting?
 - Discuss this further in slack, contrib growth
- Talk about contributor ladder, and build into governance ways to move up
 - Contributor promotion
 - & how gov, recognition weigh in
 - Need to decide speakers
 - Dawn can help write
 - Really want new folks: Catherine, Paris
-
- Do we have enough approvals (or has enough time passed) to mark Carolyn as the tech lead and close those open issues?
 - <https://github.com/cncf/toc/pull/662>
 - <https://github.com/cncf/tag-contributor-strategy/pull/103>
 - Currently asking for reminders from CNCF for refusing to count +1s on the issue
- Misc:
 - [Renaming Master to Main](#)

May 20, 2021

Attendees:

- Josh Berkus
- Paris Pittman
- Alena P.
- Saad Ali

Agenda:

- Approve [Carolyn as TL](#)
- Go over doc approval workflow
 - WIP files get saved to:
 - Drafts branch in /project-template
 - Staging branch in /tag-contributor-strategy
 - When complete, TCS members will submit PR into main
 - Request approval from Alena/Saad (and send them reminder by email)
 -
- New meeting time?
 - Doodle says 10am PDT/1900 CET

May 6, 2021

Be at Kubecon

April 8, 2021

Cancelled

March 25, 2021

Attendees:

-
- Dawn Foster
- Carolyn
- Josh B
- Paris pittman

Agenda:

- Governance WG
 - Approved and merged the subproject template - reviewed by saad
 - Completes the set of governance templates
 - Dawn is working on [draft charter suggestions](#) - open for feedback, please!
- Contributor Growth WG
 - Putting together talk for KubeCon, will record early next week
 - Josh and Carolyn are recording early next week
 - Putting True as Drafts in meta data on the website vs draft folder
 - Carolyn
 - Website got reviewed by lhor, I (carolyn) need to redo it to not assume that it goes live all at once.
 - Carolyn will rebase to pick up new docs and modifications before we merge anything
 - Josh will help get contribute repo merged
 - <https://github.com/cncf/sig-contributor-strategy/pull/66>
 - <https://github.com/cncf/contribute/pull/43>
 - ^^^^ NEEDS REVIEW ^^^^
 - Need more eyes on contributor ladder, contributor framework, recruiting playbook
 - “Community eyes”
 - Josh wants to finalize the contributor ladder next week
- Maintainer Circle
 - Josh can host; just can't track down speakers
 - New date - in May

- Recurring questions about who can attend, i.e. maintainers outside of the cncf. Worth adding a line in the invite/description.
- Meta Group
 - Paris to draft the charter graduation review
 - Update TOC with new structure to match website
 - Josh doing PR workflow
 - New calendar invites - amye
 - Slack stand up on tuesdays that aren't group days
 - Paris to send a note to mailing list with changes

March 11, 2021 - Maintainers Circle

Feb 25, 2021 - Regular Meeting

Attendees:

- Dawn Foster
- Catherine Paganini
- Anita Wu
- Josh Berkus
- Stephen Augustus
- Carolyn Van Slyck
- Paris at the end! o/

Agenda:

- Governance
 - no progress, Dawn & Josh swamped
- New face!
 - Anita Wu
- Contributor Growth
 - Framework feedback
 - <https://github.com/cncf/sig-contributor-strategy/pull/63> still addressing the feedback here but after would like to merge and iterate as a draft - going to re-architect into "outreach" vs the word recruiting and take motivations off and potentially into a new doc or merge into the framework
 - Need approvals for website

- <https://github.com/cncf/sig-contributor-strategy/pull/66>
 - <https://github.com/cncf/contribute/pull/43>
- Suggestion on Program Manager role:
<https://github.com/kubernetes/community/pull/5566>
- Maintainers Circle
 - March 11th, Karen is taking the baton
 - Topic: Values + Principles Development (Sarah Novotny)
 - Need to finish hosting guide (please leave reviews and comments if you'd like to host in the future) <https://github.com/cncf/sig-contributor-strategy/pull/70>
 - Need a review on this (and more collaborators)
<https://github.com/cncf/sig-contributor-strategy/pull/73>
- Inclusive Naming Initiative
 - OSS workstream kicking off:
<https://groups.google.com/g/inclusivenaming/c/7EHbYQ7DLZA>
- Meta group:
 - We need to update the charter with a new roadmap and the graduation requirements for guidance
 - Do we have any guidance that has been approved by Saad yet?

February 11, 2021 - MAINTAINERS CIRCLE

Regularly sig-contributor-strategy meetings will resume next week with both working groups on Tuesday

Attendees

--CNCF Project Maintainers--

Topics:

#maintainers-circle

January 28, 2021 - MAINTAINERS CIRCLE

Attendees

--CNCF Project Maintainers--

Topics:

#maintainers-circle

January 14, 2021 - General Meeting

Attendees:

- Josh Berkus
- Carolyn Van Slyck
- Dawn Foster
-
- April Nassi

Agenda:

- Maintainer's Circle
 - Paris can't make it today
 - **January 28th** is next maintainer circle - need to ask celeste and stephen for structure
 - Need to send out an fyi
 - Get amye to change the next invite to Maintainers Circle from sig-contrib-strat update; invite the mailing lists like CRA did
- Governance
 - New elections app: <http://elekto.io>, will be CNCF infra project
 - Uses oauth e.g. with github
 - We are doing this because it will be free and open source
 - Just used it for k8s steering committee
 - Support annual k8s and Open Telemetry elections
 - It would be great once it is complete to allow projects to open a service desk ticket and ask the CNCF to setup an instance for a cncf project's election.
- Contributor Growth
 - In the middle of interviewing projects for the [Contributor Framework](#)
 - Catherine is mostly done, now with Scott Coulton
 - Trying to figure out how to organize this
 - We'd like to do an onboarding guide and reviewing guide.
 - File an issue! :D
 - Carolyn will split our content tracking issue into separate issues
 - More work is needed on the [contributor ladder](#). Carolyn needs to review and edit.
- Website
 - <https://github.com/cncf/sig-contributor-strategy/pull/66>

- What is needed before we can publish to contribute.cncf.io?
- Carolyn with update site to use native hugo conventions in the cncf/contribute
- We can use `draft: true` to not publish something to the live site
- Carolyn with open a service desk ticket after merging to switch the redirect for contribute.cncf.io to point to the netlify site
- Kubecon Spring
 - We should have a 'what is contrib strat' session
 - [paris] we should still advocate contributor/maintainer "summits" to talk about dev topics and camaraderie
 - Focus on guides we've created?
 - Idea: new contributor pipeline
 - Doesn't conflict with other Contributor Growth talks
 - Carolyn to lead pitch
- Other
 - [paris] if there are no comments or suggestions for graduated guidance and templates - TOC should begin their approval process
 - Need to discuss approval process

December 3, 2020 - General Meeting

Attendees:

- Stephen Augustus
- Catherine Paganini
- Paris Pittman
- Karen Chu
- Dawn Foster
- Jürgen Etzlstorfer
- Charles Pretzer

Agenda:

- Maintainer's Circle
 - Dec 17th!!!
- Cadence?
 - Monthly sounds good for MC to start; tweak as needed
 -
- Contributor Ladder Template

- Please review:
<https://github.com/cncf/sig-contributor-strategy/blob/master/contributor-growth/drafts/contributor-ladder.md>
- Needs review to graduate
- KubeCon NA wrap
- KubeCon?
- Graduation Process:
 - Are TODOs and comments addressed?
 - Has SIG given final review?
 - Have Saad and Matt looked at it/reviewed?
 - TOC
 - Merge to final

November 5, 2020 - General Meeting

Attendees:

- Josh Berkus
- Stephen Augustus
- Dawn Foster
- Carolyn Van Slyck
- Charles Pretzer
- April Nassi

Agenda:

- Maintainer Circle
 - Paris wanted events with requirements and contributor growth and common problems etc.
 - wanted a bigger thing with breakout rooms etc.
 - Paris will work with Amye to coordinate biweekly maintainer circle topics
 - Will use github issues for topic ideas, unless someone has something better
 - Use the contribstrat timeslot? Yes.
 - Move to weekly, every other week is MC, alternate is coordinator meetings

-
- Preparation for Paperworkshop at Kubecon
 - Targets for additional templates/docs
 - Governance templates -- Josh
 - Simple council
 - Composite (multiple subprojects w/ Technical Leads)
 - Steering-type
 - General paperwork doc -- Josh
 - <https://sustainoss.org/> ?
 - <https://sustainers.github.io/governance-readiness/>
 - Contributor Ladder: will provide several links of examples
 - On resources guide?
 -
 - Future TODO: create decision-tree document for governance development based on SustainOSS
 - Socializing the session?
 - Individually
 - Have Amye send stuff out to the projects, also next project sync (next week?)
 - How to reach potential Sandbox projects?
 - CNCF Slack
- [TODO: rationalize requirements](#)
- Needs Review: <https://github.com/cncf/sig-contributor-strategy/pull/61>
- Tangential discussion on Naming WG
- Projects Needing Assistance: speak up here
- Kickstart the website version of our writings
 - <https://github.com/kubernetes-sigs/contributor-site>
 - <https://github.com/cncf/hugo-netlify-starter>
 - Carolyn will start it off

October 22, 2020 - Maintainer's Circle (lite)

Attendees:

- Josh Berkus
- Stephen Augustus
- Catheine Paganini (Head of Marketing, Buoyant)
- Charles Pretzer (Field Engineering, Buoyant)
- Dawn Foster
- Amye Scavarda Perrin (CNCF)

Agenda:

- Linkerd Project Needs
 - Buoyant is a small company
 - Need to work on stuff they can monetize
 - Just launched -- [Linkerd Community Anchor](#)
 - Want to get the community more involved
 - Stephen talked a bit about non-code contributors, sustainers, etc.
 - current community situation
 - Need to be engaged with folks as maintainers
 - Anchor program to get ambassadors
 - could use help with contributor growth
 - have slack, github, discourse
 - how do we get content, maintainers are generating blog posts
 - want people to share -- particularly integrations (prometheus/cortex)
 - how connected with the userbase? would like to be more, have lost ground over the last 3 months
 - disconnect between roadmap and what people are looking for? need to think about it
 - people not getting responded to, failed to get traction with new participants
 - partners/contributors
 - maintainers and adopters, lots of folks working on integrations
 - work from fringe to core
 - link dump:
 - <https://github.com/cncf/sig-contributor-strategy/tree/master/contributor-growth>
 - <https://github.com/cncf/sig-contributor-strategy/tree/master/governance>
 - https://github.com/theopensourceway/guidebook/blob/master/from_users_to_contributors.adoc
 - Open roadmap sessions
 - Pump the Community Anchor program w/:
 - SIG Contributor Strategy
 - CNCF End User Community (Cheryl)
 - CNCF TOC
 - Consider org-level project boards w/ lower-scoped permissions for pull in PXM types
 - Definitely recommend GH boards -- ASP

OCTOBER 8, 2020 - Canceled (no agenda)

SEPTEMBER 24, 2020

Attendees:

- Josh Berkus
- Dawn Foster
- Stephen Augustus
- Amye Scavarda Perrin
- Carolyn Van Slyck
- Karen Chu
- Ihor Dvoretzkyi

Agenda:

- Welcome/Introductions
- Publication Path (Josh)
 - How are we publishing approved/final content?
 - Requirements
 - Should be in the TOC repo, theoretically
 - Will need to be directory, currently is a single document
 - Advisories
 - don't really have a appropriate place
 - TOC repo?
 - contribute repo?
 - stuff in a GH repo is not discoverable, we need a website
 - TODO group has an actual "guides" section on the website
 -
 - Templates at least seems obvious
 - anything in the main branch of the repo is done?
 - Include a header to advise that this content is not yet published/may still be under review
 - Let's make this a Netlify site! ❤️
 - None of the "how do we get to official resources for the cncf project" has been defined.
 - Carolyn will fix our project templates repo master -> main
 - Stephen said this got to the same for Naming WG (k8s)
 - New site or cncf.io? subdomain is easier
 - contribute.cncf.io
 - stephen isn't sure this is the right place
 - maybe maintainers.cncf.io?
 - it's baked into some other stuff, will break -- can't :(

- this would get hung on website redirects, not a good idea
 - we need a good name
 - currently points to repo, set up netlify site instead
 - will discuss on slack (i filed a servicedesk ticket already - paris)
- WG Updates
 - Contributor Growth
 - Contributing Template <https://github.com/cncf/project-template/pull/1>
 - Community Management documents
 - Good first issue guide
 - Maintainer Circle
 - [paris as a ghost] discussion the “when” here - i owe amye questions for the surveymonkey registration and early october is what i would like to target. Supposedly lots of cncf meetings, amye suggested taking one of these meetings and giving it to maintainers circle - what do you think? Help unblock me. <3 ttys
 - ASP: There’s a lot of other meetings on the calendars, suggest using a normal meeting time for this. Surveymonkey would be used for registration if any.
 - October 6? **October 22nd?** Much further out?
 - First meeting template: large group meeting (twice bc of tz) - everyone meetings for large presentation for 10-20 mins max, everyone breaks off into 10pp breakout groups - intros, and then the DO or TRY of the presentation (or discussion)
 - I’ve asked sarah novotny to do something on values and principles
 - Planning on asking tim hockin to do something about growing yourself as a good code reviewer and ultimately maintainer
 - Naming proposed as first topic initially
 - **Oversubscribed maintainers, burnout, backlog mgmt**
 - RESILIENCY in projects
 - inconsistent availability
 - ‘Is this important right now?’ as a guiding question
 - Add to TOC deck!
 - Governance
 - Still working on [docs checklist](#)
 - Unassigned: requirements, templates
- Other business
 - SIG session at KC Nov
 - proposed as highly interactive
 - might need to be creative
 -

SEPTEMBER 10, 2020

Attendees:

- Carolyn Van Slyck (Microsoft)
- Amanda Katona (VMWare)
- Chris Short (RedHat)
- Jonas Rosland (VMWare)
- Tin Matienzo (LF Events Team)
- Dawn Foster (VMWare)
- Katie Greenley (LF Events Team)
- Paris Pittman (Apple)
- Amye Scavarda Perrin (CNCF)
- Ihor Dvorestskyi
- Josh Berkus
- Karen Chu (Microsoft)

Topics:

- Welcome
- Maintainer streams coming together:
 - Maintainer track AND pavilion @ kubecon
 - Session signup for SIGs + Incubating/Graduated Projects due September 13
 - In person a maintainer would just show up at a booth and answer questions. Virtual: login, create a booth, upload a bunch of content, skills and expertise to create a booth didn't match with our maintainers.
 - Trolls came to office hours/booths and they weren't moderated well.
 - Maintainers would have appreciated more structure for slack as well. Q&A time perhaps? Moderated again would have helped. They felt like they were being put on point.
 - Adding more burden to an already burdened person isn't what we want to do right now.
 - Stuffing everything/everyone together at the same time isn't working well for virtual.
 - Great to make a list of what we are asking maintainers for. Let's streamline so we aren't one-offing people.
 - Make a checklist of what is involved. Document the work of what is being asked for.
 - What if we don't have virtual booths and instead refocus efforts on the office hours, then send users questions later to the maintainers through the normal channels?

- Intro is for a lot of users, new users
- Office Hours is directed towards contributors and very interested/engaged users
- NA 2020 only has 1 session for SIGs and Graduated projects that covers all levels -- based on feedback of 'overwhelm, too much content'
- Maintainers circle
 - No maintainers circle at kubecon
 -
- CNCF contributors summit?
 - Getting angry tweets from maintainers who want more content for them at KubeCon
 - kubevirt and crio want to do contributor days but at least 2 weeks away from kubecon. They don't think people will be able to pay attention during the conf.
 - Helm also wants to do a dedicated day that isn't during kubecon, currently considering a follow-up day to KubeCon EU (before KubeCon NA)
 - Would be nice for the cncf to be able to list the events going on for each project. Be able to tell when they are happening and not collide.
 - Can we look to Ambassadors, or people from other programs that can with this content that maintainers want?
- Would like summary from LF of what we have asked the maintainers to do
- WG Updates
 - Governance
 - Merged more of the advice docs
 - Ongoing discussion with the TOC. Need to understand what they are expecting from us for some things, like on steering committees. Going to be a SC meeting at end of Sept where we can get more clarity
 - Bit behind on templates. *Thanks covid!* (more to do with the fires, really)
 - OSI conf is going on right now and they did a thing on badges. You need to limit the number of badges to have them maintain value.
 - example: we could have a badge to say what type of governance a project has
 - maybe taxonomy for governance as well
 - Contributor Growth
 - Haven't met in a while
 - Dawn has a [PR out to define Project Health](#). Please review! 🙏
- Record out SIG intro ahead of time

AUGUST 27, 2020

Attendees:

- Paris Pittman
- Stephen Augustus
- Carolyn Van Slyck
- Josh Berkus
- April Nassi
- Derek Mcgowan (containerd)
- Sebastiaan van Stijn (containerd)
- Mike Brown (containerd)
- Phil Estes (containerd)
- Amye SP (CNCF)

Topics:

- Welcome!
- Containerd team is here!
 - [paris] takeaways from past convo:
 - Community management strategy/goals, outreach for it
 - One point full time
 - Organize speaking opportunities, outreach, contributor management, onboarding, social media
 - Need: contributor documentation level 2 (already have contributor guide, dev set up, etc.)
 - PARIS to do: write up community management strategy thoughts
 - Role identification and building
 - Maintainers, reviewers, new security advisor role
 - Maintainers vote on issues
 - Goal: wants more reviewers; added a year ago
 - needs/wants project management type skills/role
 - Open ended question:
 - What outreach has happened

- What language/documentation do you have that we can review
 - Do not have docs on how to review
- Project stand ups
- Open Discussion
 - [containerd will take up most of the time; if you have something, take note it might be bumped until next session]

AUGUST 18, 2020

KubeCon EU Virtual

AUGUST 13, 2020

Attendees:

- Josh Berkus
- Dawn Foster
- April Nassi
- Paris Pittman
- Stephen Augustus
- Carolyn Van Slyck
- Amye Scavarda Perrin
- Ihor Dvoretzkyi

Topics:

- Welcome, Hello, New folks can give an intro here if they'd like
- WG Governance updates: <https://github.com/cncf/sig-contributor-strategy/issues/37>
 - Next steps with badges?
 - sync with ann, review the documents
 - Figure out our feedback loop
 - Adopting two documents (need to merge the PRs)
 - [Leadership Selection](#)
 - [what is governance](#)
 - Next is defining common paperwork for projects
 - Voting Tools (Jorge's Issue)
 - <https://github.com/cncf/sig-contributor-strategy/issues/51>
 - Hire someone, maybe intern, to adopt and improve CIVS or use opavote that ties into GH or some other backing list of users so that we aren't scraping this manually every time.
 - opavote isn't free it seems?

- Need login via GH
- Want an open source voting solution
- opavote probably doesn't have what we need based on the above
- ZOMG we could know how many people voted!
- Projects are having to invent this for themselves in a one-off fashion. This is something that the LF/CNCF could help everyone solve.
- Community Bridge may be the easiest way to deal with solving this problem for now, we can iterate and develop a solution in a few months. I'll work with help with figuring out the paperwork. Will chat about this after KubeCon.
- WG Contributor Growth updates:
 - <https://docs.google.com/document/d/1wBofrcGIMykMCMH-IYapdktAAzII2Sv0PvdZm6WiAE/edit#> -> dawn's project health doc
 - Get away from thinking that stars and forks are good metrics
 - Please everyone take a look and give feedback today
 - Looks ready to PR 🎉
 - Need to request dashboard be added to all projects for overall contributor count
 - Tuesday discussed new contributor recognition
 - containerd is looking for guidance on how to setup roles (security advisors, reviewers, etc). Working with Derek McGowan. Paris is coordinating.
 - Do we need a way to manage requests from projects?
 - probably want a template
 - It would work well if they drop into one of our meetings
 - advertise it more?
 - explicitly call it office hours, once a month?
 - Or have them explicitly put them on our agenda
 - paris has been going to projects directly
 - carolyn: many projects are underwater
- Maintainers Circle updates:
 - Will fill out form for session at KubeCon in November
 - Should Gov WG do one? "Creating governance for your project"
 - Want more curated topics on the maintainer track about topics the maintainers have asked for. How to Recruit Contributors, Burnout, etc.
 - Each project gets 1 session, would need to persuade CNCF that we need more.
 - Limited sessions for Kubecon. Request for maintainers circle in Kubecon. Paris doesn't want to "compete with" Kubecon.
 - Paris wanted to stand up the maintainers circle next week, got pushback that it would be competing.
 - Discussion around having a maintainer circle during Kubecon or not.
 - Do something in early September
 - Red Hat could host on Hopinto

- Can ask CNCF after Kubecon, find out if they can host it, Red Hat can be fallback
- Will file servicedesk
- Still have intentions of having a first BoF/hang out - "meals with maintainers"
 - Paris went over structure here but my keyboard froze
 - Carolyn says we have people excited to start
- First one will be a light session to get to know people and feel comfortable
- By KubeCon Nov have a 1x a month cadence (okay now we want to try for Sept, see above)
- Has not made progress around discussion of online identity, e.g. "maintainers.cncf.io" etc. Or contributors.cncf.io and put maintainers under there. Need to file Servicedesk ticket.
- Wider discussion/CNCF projects asking for advice:
 - Containerd came to wg-contributor-growth
 - Resources PR needs a final +1
<https://github.com/cncf/sig-contributor-strategy/pull/42>
 - Need to fix ReadMe for Stephen listing
 - No meetings next week.

JULY 30, 2020

Attendees:

- Paris pittman
- Ihor
- Dawn
- Josh
- Karen Chu
- Jennifer Davis

Topics:

- Welcome!! CoC and Roll Call
 - Are you here from a cncf project? Awesome. Add your info in the discussion area so we can help!
- Working Group Updates
 - Contributor growth
 - <https://github.com/cncf/sig-contributor-strategy/issues/48>
 - Dawn is working on health metrics
 - Governance
 - <https://github.com/cncf/sig-contributor-strategy/issues/37>

- Break down tracking issue into smaller issues
- Alexis created proposal for steering committee
- Maintainers circle
 - <https://github.com/cncf/sig-contributor-strategy/issues/47>
 - <https://github.com/cncf/sig-contributor-strategy/issues/46>
 - Tons of general outreach
- Discussion
 - Dropping formal health check from charter?
 - drop
 - [Project metrics](#)
 - <https://github.com/cncf/sig-contributor-strategy/issues/43>
 - [Badging proposal](#)
 - Look at annual review process
 - Need description of badges
 - Escalation process for challenges
 - Badge for “active” maintainers?

JULY 16, 2020

Attendees:

- Carolyn Van Slyck
- Stephen Augustus
- Dawn Foster
- David Freilich
- Karen Chu
- Paris Pittman
- April Nassi

Topics/Agenda:

- //will start emailing out the meeting notes on the mailing list as a recap
- Multi-org requirement update
- Project template update (<https://github.com/cncf/project-template>)
 - (carolynvs) Make a content grocery list and break out into issues so that everyone can start working on interesting content items and find examples
 - Need to hit the checkbox to enable this as a GH template repo, so people can grab and go
 - Starter website <https://github.com/cncf/hugo-netlify-starter>
 - issue / pr templates (<https://github.com/buildpacks/docs/issues/new/choose>)
 - Communication.md, pr-workflow/lifecycle.md, contributor cheatsheets
 - Governance.md
 - How to kick start a project / be an effective maintainer
 - Should this live in cncf/contribute? Maybe cncf/sig-contributor-strategy?

- Come to Contributor Growth WG next week to discuss!
- CNCF TOC Update (7/7)
 - tl;dr -- Great work, keep it up!
 - Slide deck:
 - https://docs.google.com/presentation/d/1qiilP6ti6ecrHWqouGCACndlFKyZdtFBbj_wk1ExooE/edit?usp=sharing
- Maintainer circle update
 - Karen and Paris met
 - Can we build out maintainers.cncf.io instead of having it as a spreadsheet?
 - Timing is the worst for launching this - we can't compete with kubecon EU so no August and July is almost done; September is probably best but thats far - need something to bring together folks now that is lightweight
 - Starting with a birds of a feather session instead of super serious day one
 - Composition for the first 2-3 meetings (hoping to have maintainers shape the rest and provide feedback to shape the future):
 - External speaker on topic (inclusive language,
 - Small breakout rooms
 - Target post kubecon EU, Early September
 - Consider reusing maintainer.cncf.io for our website
- Contributor Growth WG Update
- Governance WG Update
 - Working on content - [tracking issue #37](#)
 - Leadership selection for governance draft is ready for review / feedback:
 - <https://docs.google.com/document/d/1R2k77sH95Vdbt6nBBHhBROvhFHi1ic1eLNTZ4cMI-b8/edit>
 - Badging - come up with some examples and definitions. Continue dim's work here. Try and present by next TOC meeting. April will be helping.
- <https://github.com/cncf/sig-contributor-strategy/pull/42> - need an approval
- Im putting in a charter revision today - look out for it [paris]

JULY 2, 2020 - 1030am Pacific

Attendees:

- Stephen Augustus
- Karen Chu
- Amye
- Paris
- Josh

Topics:

- Welcome! CoC, Intros

- Survey/outreach status
 - Review the blog julie (cncf):
https://docs.google.com/document/d/13dA476kyefYTFFCI56US5QUQCleOeYekkBKm8_vFqSg/edit
 - Community meeting
 - Slack channels
- Governance Doodle: <https://doodle.com/poll/49pmrn5zvdtk8wb8>
 - 10am tuesday - bi weekly - july 7th
- <https://github.com/cncf/sig-contributor-strategy/issues/36>
 - Charter changes
- TOC meeting update:
 - Chair vote
 - Do we do charter vote?
 - New time for governance subproject
 - Multi-organization is a priority
 - Survey/blog post - please help get the word out
 - Maintainers circle - please join us #maintainers-circle
 - Want to be inclusive with our outreach
 - Templates are coming along: contributor guide, et al; putting together a template repo/contributor boilerplate repo
- What does a project plan look like for sandbox? [josh/stephen]
- Maintainers circle
 - Kchu is going to help with planning
 - Inclusive language should be the first topic
 - Lets not have super big groups; maybe open a few sessions and then when they get full, they open up another one
- [insert your topic here]

JUNE 18, 2020 - 1030am Pacific

Attendees:

- Paris
- Carolyn
- Amye
- April
- Ihor
- Karen

Topics:

- Welcome!!
- Survey and communicating it out
 - <https://github.com/cncf/sig-contributor-strategy/issues/19>
 - Lets ship some of this Monday!! \o/
 - Carolyn
 - Helm
 - Brigade
 - Service Catalog
- OpenTelemetry
 - Might need help; here if they need us!
- Kubernetes wg-naming is forming; could be good for us to help cncf projects with an inclusive list of words
 - <https://groups.google.com/d/msgid/kubernetes-sig-contribex/CAOqU-DQTipdcfdBh80-Q8JUZguwK42m52zjZMkwdNM99nSadqA%40mail.gmail.com>
 - https://docs.google.com/document/d/1bnPvb6oE07Wg9rb7kBXcpHe6j85bbylt dc0h0_gil88/edit#
- Open discussions / CNCF project space ~~~
 - [your name/info here]

June 4, 2020 - cancelled

MAY 21, 2020 - 1030am Pacific

Attendees:

- Paris Pittman
- April Kyle Nassi
- Josh Berkus
- Carolyn Van Slyck
- Amye Scavarda Perrin

Topics:

- Survey plans & status
- <https://hackmd.io/@c9QpV9ytTsC0sZ6qS8p3TA/Syhge6Z5L>
- this needs to get out ASAP
- will be a blog on cncf too
- questions: [SCS Survey Questions](#)
 - incentives for filling out survey?
 - Action: put in surveymonkey [josh]

- How to get the attention of maintainers?
 - dev lists
 - social media
 - make it clear that this is a "different" SHORT survey :-)
 - TOC-SIG Leads meeting
- WG Readout
 - Contributor Growth
 - Setup PR?
 - Meeting time selected! 🗓️ Tuesdays at 1pm CT - biweekly, let's pick if we want to be off-week from the main meeting
 - Off week wins
 - Requirements folders to remain separate
 - Governance
 - Meetings with NATS & Diversity requirement work
 - Diversity requirement no longer specially urgent
 - 'Changing goalposts' - is there a solution for this?
 - Prefer not allowing pre-existing projects to adhere to legacy requirements (please do not use "grandfathered") as that is complicated and makes it difficult to introduce new requirements that are important for everyone to follow.
 - End user requirement
 - Buildpacks in incubation
 - Question about what is end user given that they create tools for for platform builders
 - Vendor-focused product
 - Users are open source projects, or vendors
 - How much do they need to use it?
 - CloudEvents in same situation
 - Add why to some of the requirements / the requirements will become clear
 - Meeting change next week
 - Tuesday 1pm PDT
 - Current work
 - need WIP documents
 - Maintainer Circle
 - info to get out on intro and survey email - soliciting help too
 - PR was checked in. I'd like to get this out of proposed state
 - <https://github.com/cncf/sig-contributor-strategy/tree/master/maintainers-circle>
 - <https://github.com/cncf/sig-contributor-strategy/issues/1>
 - Need slack channel - good with #maintainer-circle
 - Action: Paris to submit a service desk ticket
- Open Issue/PR review

- josh to create pull-requests.md
- josh to follow up on getting access to contribute repo

MAY 7, 2020 - 1030am Pacific

Attendees:

- Josh Berkus, chairing
- Paris Pittman
- Amye Scavarda Perrin (here for first half)
- Stephen Augustus

Topics:

- Welcome, Coc
- Celebrate any landings?
 - [Mailing list items](#)
 - Expect this (type of update) at least once a month - keep us honest
- Governance Next Steps -- Josh
 - Meeting Monday May 11
 - Prepare requirements, outline gov guide
 - Making change recs; all of our working groups should bubble those here and then we can present them as they come in together to TOC
 - Add survey questions
- [Maintainers Circle README review](#) -- Paris
- Contributor Growth WG is ready to go -- carolyn (not here)
 - just waiting for Karen Chu
- Open Ended questions:
 - Do other projects have a contribex, community group, or something similar?\
 - prometheus, grpc, no
 - helm probably
- Things to have done before we leave this meeting
 - [Draft email to project maintainer lists](#)
 - Goals:
 - Introduce us / recruit more support and contributors
 - Come to maintainer ama
 - Survey / focus groups
 - May be a delay to create survey
 - Use free account? Josh will ask Amye -- free accounts are limited to 8 questions -- asp
 - What else?
 - "4th Thursday" is a problem for a SIG that meets every 2 weeks, need a different formulation
 - Consider having 2nd half hour of every meeting be open floor for maintainers

- Also will need to move around the clock
- Maybe ask all interested parties what TZ they're in
- Other business
 - Should we Examine projects as proposed?
 - We're structured to advise the TOC and other SIGs
 - SShould only review projects directly on request
 - recommendations will be iterative

APRIL 23, 2020 - 1030am Pacific - all working groups

Attendees:

- Paris Pittman
- Ihor Dvoretzkyi
- Gerred Dillon
- Stephen Augustus
- ASP
- Carolyn Van Slyck
- April Kyle Nassi

Topics:

- WELCOMEEEEEE. We've made it to the ~4th meeting?
 - Github mgmt meta standup:
 - Celebrate wins: we have settings.yaml!
 - Need labels: [there is an issue for this and more]
 - Working groups (ex: area/contributor-growth, area/governance, etc)
 - Kind
 - Added project board to our repo - wdyt?
 - [Stephen] Needs to be an org board, so we can pull in issues/PRs from multiple repos. AI to update the tracking issue and work w/ Chris A. + Ihor on this.
 - The "Project" part of graduation requirements
 - <https://github.com/cncf/toc/blob/master/process/due-diligence-guidelines.md#project>
 - Review and discuss how we can map our working groups projects to make sure projects have guidance in these areas.

- Do we recommend any of these areas be modified to the TOC? [josh says yes]
- [Stephen] Open an issue to redline the doc w/ suggestions
- Our working groups are listed as proposed on the readme - how do we approve/live/graduated them? :)
 - JB Suggestion:
 - 1. create PR with directory scaffolding / [stephen] mission statement-y thing; add foo date or goal accomplishment or end when?
 - 2. have at least 2 members
 - 3. vote to approve at a regular meeting / [add in mailing list component here]
 - carolynvs - Create directory for contributor growth
- Vote to approve Governance WG (if that's what we're doing)
 - [Stephen] +1 to the idea; just want to review the PR before merge
- The discovery hunt continues:
 - Amye to share some maintainer survey highlights (and any applicable cncf and toc survey highlights!)
 - <https://github.com/cncf/surveys>
 - https://docs.google.com/presentation/d/1DzyKSlezCpDtzSVzK1BEnZSla_KhogkSc0wC_m4_bUk/edit?usp=sharing < - TOC
 - <https://github.com/cncf/sig-contributor-strategy/issues/19>
 - Stuff that you need to find out from other projects to move forward, crowdsource data, analysis, etc
 - <https://github.com/cncf/sig-contributor-strategy/issues/24>

APRIL 13, 2020 - 1030am Pacific (special meeting: contrib growth working group kick off)

Attendees:

- Paris
- Ihor Dvoretzkyi
- Carolyn Van Slyck
- Karen Chu
- Amye Scavarda Perrin
- Hippie Hacker

Topics:

- Yay welcome
- Intros (if it's the 3 we know, we can punt :))
- Last Meeting:

- <https://github.com/cncf/contribute>
 - Meta repo contributor process for across CNCF projects
 - Processes
 - Make sure we are NOT blatantly putting in our companies in as process
 - Saying instead XYZ company says do it Y way
 - Make Bias are obvious
 - We want to be generating and synthesizing VS wholesale adopting @Carolyn
-
- <https://github.com/cncf/sig-contributor-strategy/issues/12>
 - Who wants what?
 - Automation: This might be better in a separate WG
 - Bots + Board Automation !!!
 - @ihor we might have it easier these days!
 - Current CNCF/github projects may work with smaller tooling
 - We are a project managers - PM Tooling:
 - Not enough person power
 - Where does that fit in with different sigs?
 - Ex: github project boards vs other
 - We are stuck in a bikeshed of project management
 - If we give guidance, maybe we should give some options
 - We are a bit wild west
 - Ihor: Every body can self-manage / as with SIG-X boards sessions etc
 - We've tried a few ways to bootstrap the community wide process
 - Ihor is working on design and restructure of the cncf/contributor repo
 - May share something new tomorrow
 - Easier to read, easier to consume
 - **AI: Open an issue if we are missing anything!**
 - Maintainer Circle:
 - Better to have it a bit separate
 - Hard to have frank conversations with folks who don't need something from you, but are there to support
 - Likely need to be separate from that
 - <https://github.com/cncf/contribute/tree/master/projects>
 -
 - What did we miss?
 - Give Talks around relevant topics using existing content / invite folks
 - Recruiting

- How Where - Hot Topic with ToC and Gov Board
- Other Teams
 - Release Teams - Rollbook
 - Get people thinking about succession and onboarding

APRIL 9, 2020 - 1030am Pacific

Attendees:

- Paris Pittman
- Josh Berkus
- Ihor Dvoretzkyi
- Carolyn Van Slyck
- Stephen Augustus
- Amye SP
- Matt Klein

Topics:

- Welcome, CoC, introductions for first timers reminder
- GB Reps - if present -
 - [Matt's what maintainers need doc](#)
 - Really wants us to improve communication lines for maintainers
 - Is there an updated version of this?
 - [Stephen] Updated above link
 - Things we can help with here:
 - Community growth and governance consulting: open up at least 30 mins of our monthly meetings for AMA style; addition of maintainers circle
 - End user documentation like templates for ADOPTERS.md, guidance on using company logos, etc.
 - carolynvs - let's adopt other straggler docs necessary for submitting to incubation, etc (like the PR template) and have templates for the entire process.
 - Templates and guidance for translations of contributor guides and cheatsheets (generally too: templates for contributor guides, developer guides, and cheatsheets)
 - Developer and Maintainer event guidelines (including virtual ones), how to scale this and make it sustainable

- Mega get together at KubeCon
- Get people talking
- Communication infra and tooling best practices, guidelines, moderation bps and guidelines, etc
- Some kind of list TBD of what projects are looking for what (something additional to help wanted issues)
- Setting up better triage guidelines, teams, roles to help with the need for expensive CI for smaller teams
 - Special needs proposal was created for this
 - p1-2
- Past discovery: role ideas for shared fellowships and other types of contributors
- If we use the word maintainer in maintainers circle to mean reviewers, approvers, owners, etc and not just the select project maintainers that can vote, etc - will this cause confusion? If so, any suggestions on naming?
 - CNCF Definition: <http://maintainers.cncf.io>
 - (carolynvs) I'm surprised sig maintainers/chairs are ignored
 - [Stephen] Happy to help flesh this out w/ Paris + Zach
- Leverage maintainers circle to get info for GB meetings?
 - yes
- What do you want to see from Maintainer's Circle?
 - Open and safe space without cncf staff (mailing list ++)
- Governance WG(subproject?)
 - Clarification of graduation requirements
 - Community health assessment → rubric
 - Resources folder
 - Kick around ideas on processes SIG internal before publishing anything to CNCF repos
- End User
 - templates for adopters?
- Contributor Growth WG... subproject?

March 26, 2020 - 10:30am Pacific

Attendees:

- Paris Pittman
- Josh Berkus
- Gerred Dillon
- Ihor Dvoretzky
- Stephen Augustus
- Karen Chu
- Zach Corleissen

Topics:

- Welcome, CoC, Intros
- Updates/Announcements
 - Bootstrapping this; stay focused
 - End goals: contributor strategy due diligence, maintainers circle, end user contributor programs
 - Go [through the charter](#), particularly what's in or out of scope.
 - Our audience ended up being "everyone": 40 projects, plus End Users group
 - The End Users want to get feedback better to contributors, etc.
 - And the TOC wants help, projects, due diligence, etc.
 - We're advising, not directing
 - Educate & engage, we can even use existing materials we all have
 - Need to assemble library of materials, this is also a good TODO list for new contributors
 - Out of scope: we are NOT doing day-to-day work for projects, like uploading videos.
 - Definition of contributor will have a lot of bikeshedding, but we need it. Maybe just copy devstats
 - Idea of Community Health Check for due diligence, including governance subproject
 - And maintainers circle
 - Now, roadmap including [meta-bootstrap](#)
 - Gerged to create settings.yaml for initial GH setup
 - Focused only on permissions and maybe (?) labels
 - Stephen/Josh/Gerged to set up GH actions for Prow-like approval workflow
 - Calendar: should we create our own calendar for ContribStrat?
 - currently on community calendar CNCF
 - Paris to set up separate one
 - Assignments:
 - Dilligence: Josh, Gerged, Stephen
 - End User? Stephen & Ihor & Paris
 - Contributor Growth: split between Dilligence & Maintainers Circle
 - Mainainers: boothstrapping, learning
 - Dilligence: checklists
- Open Issues
 - [Discovery Umbrella] Inventory and Things:
<https://github.com/cncf/sig-contributor-strategy/issues/3>
 - Ihor already has a bunch of maintainer lists for projects
 - Collate survey data from existing surveys
 - Need to focus on existing problems, not problems we invent

- Have data from maintainer survey etc. There's also ambassadors survey
- lhor to do quick analysis (Josh can do stat analysis if required)
- Also create a new survey, very short, like 5 bullets
- (justaugustus) [idea] Create cncf/community repo:
<https://github.com/cncf/sig-contributor-strategy/issues/4>
- (justaugustus) ContribStrat GitHub Management:
<https://github.com/cncf/sig-contributor-strategy/issues/5>
- (josh) [Launch Governance subproject](#)

ACTIONS:

After meeting, send a note to TOC welcoming folks, join us, write a blog post, next meeting: 15 min gb, 15 min boards/standup, 30 min AMA with contributors/maintainers of cncf projects

February 13, 2020 - 10am Pacific

Attendees:

- Cheryl
- Amye
- Paris
- Matt Farina
- Carolyn Van Slyck
- lhor

Agenda:

- **Welcome, CoC, Intros**
- **Updates/announcements:**
 - [Doodle for regular time](#)
 - [We did a thing](#) at the last TOC meeting [slides at the end-ish] - **slides are a good summary of focus and whats next**
 - TOC Vote? [amye]
 - Will happen after we PR in the charter and pre-KubeCon AMS
 - [carolyn] interested in helping people understand contributing process, governance, health check
 - [cheryl] 75% of end user companies want to be more involved (non vendor companies)
 - Don't know who to talk to
 - Can't justify work hour contributing
 - 'I submitted a pr/issue like they asked but got discouraged'
- **Turn [charter status](#) from WIP to draft and PR it into the TOC repo**
 - [working session to ratify comments and fill in the gaps]
 - Any open questions or comments?

- Go over roadmap of this sig's lifecycle: whats next for us? [see below]
- Get the maintainer circle together - they are involved in the beginning
 - Matt and paris to start a strat doc on how to get this bootstrapped
- Josh Berkus [assigning this to you - how are you bootstrapping gov]
-
- Contributor outreach will be bootstrapped post maintainer circle launch

January 29, 2020

Attendees:

- Paris [parispittman@google.com]
- Josh
- Matt
- Ken
- Amye
- Gerred

Agenda/Topics:

- Intros
 - Name, pronoun, Company/Org (optional), skills, why interested in this?, areas that you can make an immediate impact?, how much time can you dedicate?
- Charter Review Discussion
 - Does cncf have values that we all share as a project/ecosystem?
 - Matt: The CNCF has been very hands-off. It requires the CoC and that's about it.
 - <https://github.com/cncf/toc/blob/master/PRINCIPLES.md>
 - Projects may need guidance on values
 - Shape up the vision: where are we headed?/want to head
 - What's yours?/What would you like to see
 - TOC members: from your perspective, what do you think our first three focus areas should be?
 - [TOC member] Matt: biggest thing projects need help with is contributor outreach and onboarding. Even successful projects can't get contributors in specific areas like docs.
 - Matt: the biggest contributor area is documentation.
 - Paris: interested in the contributor experience part of docs, but actually doing docs would be out of scope
 - [End user community] Ken: There's security, and helping projects with security.
 - Josh: not clear on how this is in scope
 - Ken: we have a scanning tool where we scanned each project

- Amye: this falls under SIG Security
 - Ken: one thing we look at is how do you get valuable feedback on a project
 - Paris: maybe a bridge between projects and the end user community
 - Amye: we don't give a lot of guidance to single-vendor projects.
 - Matt: we need to help them achieve graduation
 - Amye: I'd like to see this SIG help with graduation review
 - Matt: this SIG could set some standards on community status, and review them.
 - Paris: so realistically a lot is going to depend on who actually shows up
- Discovery
 - Matt has a doc on what projects need
 - Matt: reach out Cheryl about end users; there are some who want to know how to participate. For Envoy we could really use a way to recruit people for tasks that need doing. Paris: yes
 - Matt: I can also see us building some tools that are usable by all projects
 - Paris: does Matt want to be on this? Maybe as the TOC liaison? Matt: yes
 - Ken: I'm interested in taking this to the End User SIG
 - Amye: we need to have a roadmap and to limit scope
 - Josh: This is one of my goals for the work year
 - Amye: we might be able to have a SIG session or meeting in Amsterdam
 - Meetings could be weekly or bi-monthly. Josh wants to alternate times
 -
- Name change
 - Let's do this after charter smooths out more
 - Just don't want to have it named "Contribex" to avoid confusion
 - Who will be initial chairs? Maybe Paris, Josh?
- Gerred
 - Working on Operator Framework with Diane
 - Availability will be variable - a day every week
 - Interested in starting contributor growth & sustainability & governance, experience from Kudo project
- MattJ
 - Director of Community @ D2iQ(Mesosphere ...)
 - Availability similar to Gerred
 - Interested in getting more end users and smaller companies engaged with contributing to upstream
 - Interested in contributor growth and on-boarding, recent experience doing worldwide dev advocacy for KUDO
 - Interested in building meta-communities, and cross community collaboration - supporting existing maintainers, avoiding burnout, lessons learned etc. etc.

-
- Gerred: Is tooling overreach initially?
 - Josh: this would be more guidance for CNCF in what they need to host/support
- Paris: maybe we should look at communities of maintainers. Maybe monthly discussions.
 - Josh: we will need to help projects define who is a contributor. Many have trouble with this.
- Gerred: we should look at maintianer health, maybe build it into CNCF events somehow.
- Gerred: overlapping projects in the CNCF. Concerned about kingmaking in terms of graduation. Paris: we'd actually be giving the process more criteria-based legitimacy, maturity would be actual maturity.
- Would these resources be available to non-CNCF projects? Paris: initially just Incubating/graduated, then will expand as we have people to sandbox and beyond.
 - Josh: eventually, when we have the staff, we might eval project health for proposed projects.
- Josh: What are we doing with end users? Paris: education around engagement/contribution.