

# October 22nd, 2024

Informal chat with Outreachy applicants

# October 8th, 2024

Facilitator: Caroline

Note taker: Caroline

Present: Caroline, Redeem, Love, Sonal, Mayo, Arfat

## Agenda

- Previous action items
- Outreachy
  - Starter issue (DO THIS FIRST): general issue, get to know the tools, to get to know throughout, install, set up environment, get familiar with tools  
<https://github.com/odk-x/tool-suite-X/issues/497>
  - Not specific to tests and UI, general
  - If can't run app, can't write tests
  - Redeem Created other issues for UI
  - Lewis for UI flash screen <https://github.com/odk-x/tool-suite-X/issues/500>
  - Issue of updating fonts <https://github.com/odk-x/tool-suite-X/issues/498>
  - Love created a good second issue around comparing the ODK-X 1.10 build with the jdk-11 branch, pick out other discrepancies - like missing toolbar  
<https://github.com/odk-x/tool-suite-X/issues/503>
  - Henry discussing with Waylon comparing tests coverage to identify issues
  - Note: labels: Outreachy Winter 2024 issues are good
  - Question: For specifically designers - ui uplift tag, need to design and implement
    - Have a lot of design markups, but need to be able to implement
  - Timeline: Contributions and final app. Oct. 29, 2024 at 4pm UTC
    - List all your contributions - can be PRs, can be designs posted on issues
    - Will be an opportunity ~mid/late October to get feedback from mentors on your project plans (will post on Slack)
  - Who can work on an issue?
    - Everyone can do a starter issue
    - For the Outreachy issues, everyone can work simultaneously
    - Other issues - do need to be assigned
    - If someone has been assigned, but not finished - looks like inactive - make a comment asking if they're still working on this, and if not, if you can be assigned.
- Previous action items
  - Ben to switch webpage to be hosted on github page (carry-over)

- Ben to create a template that will help connect Issues to PRs (e.g. include text this resolves Issue xx) (carry over)
- Ben and Lewis to propose new sign in design flow (carry over)
  - A more intuitive design with less screens
  - Check for Barcode login issue
- Emil create updated app designer zips to update the “update-jdk11” branch (carry over)
- Waylon to create an “update-jdk11” for Suitcase **eventually (future work)**
- Redeem will send a note to check with Tilda about why nav bar missing
  - Working away on this, assigned to the issue, tests failing still
- Lewis to verify tables is building correctly (carry over)
  - New PR fixed one bug, still others
- Lewis to create 5 issues for Outreachy contribution period
  - Issues posted
- Redeem to create 5 issues for Outreachy contribution period
  - Issues posted
- Caroline to email re: leader next meeting
  - Done
- Caroline to submit Outreachy projects
  - Done
- Caroline to confirm mentors for projects
  - Done
- Redeem to share a project for UI
  - Done
- Action items
  - Ben to switch webpage to be hosted on github page (carry-over)
  - Ben to create a template that will help connect Issues to PRs (e.g. include text this resolves Issue xx) (carry over)
  - Ben and Lewis to propose new sign in design flow (carry over)
    - A more intuitive design with less screens
    - Check for Barcode login issue
  - Emil create updated app designer zips to update the “update-jdk11” branch (carry over)
  - Waylon to create an “update-jdk11” for Suitcase **eventually (future work)**
  - Redeem will send a note to check with Tilda following up on about why nav bar missing
  - Lewis to verify tables is building correctly
    - New PR fixed one bug, still others

Next meeting: October 22nd, leader TBD



# September 10th, 2024

Facilitator: Waylon/Caroline

Note taker: Waylon/Caroline

Present: Waylon, Caroline, Redeem, Lewis

## Agenda

- Previous action items
- Release work
  - Target December release
  - Need to resolve tables issues
- Outreachy
  - Tests confirmed
  - UI discussion - Lewis, Redeem. Check with Emil and Ben. Redeem to update
  - Caroline to submit projects (Sept. 11 deadline)
  - Focus on finishing UI existing issues (tables, services) to push forward build

## Previous Action Items

- Ben to switch webpage to be hosted on github page (carry-over)
- Ben to create a template that will help connect Issues to PRs (e.g. include text this resolves Issue xx) (carry over)
- Ben and Lewis to propose new sign in design flow (carry over)
  - A more intuitive design with less screens
  - Check for Barcode login issue
- Emil create updated app designer zips to update the “update-jdk11” branch (carry over)
- Waylon to create an “update-jdk11” for Suitcase **eventually (future work)**
- Redeem will send PRs to Chinedu first, then Emil (done)
- Redeem will send a note to check with Tilda about why nav bar missing
  - Note sent, Tilda working on
- Lewis to verify tables is building correctly
  - New PR fixed one bug, still others
- 

## Action Items

- Ben to switch webpage to be hosted on github page (carry-over)
- Ben to create a template that will help connect Issues to PRs (e.g. include text this resolves Issue xx) (carry over)
- Ben and Lewis to propose new sign in design flow
  - A more intuitive design with less screens
  - Check for Barcode login issue

- Emil create updated app designer zips to update the “update-jdk11” branch
- Waylon to create an “update-jdk11” for Suitcase **eventually (future work)**
- Redeem will send a note to check with Tilda about why nav bar missing
- Lewis to verify tables is building correctly
- Lewis to create 5 issues for Outreachy contribution period
- Redeem to create 5 issues for Outreachy contribution period
- Caroline to email re: leader next meeting
- Caroline to submit Outreachy projects
- Caroline to confirm mentors for projects
- Redeem to share a project for UI

## August 13th, 2024

Facilitator: Ben

Note taker: Waylon

Present: Ben, Henry, Emil, Henry, Waylon, Caroline, Lewis, Redeem

### Previous Action items

- Emil to email Redeem and Ben about the workflow of services sign-in / create issue in GH
  - Instead discussion and new action item created
- Ben to switch webpage to be hosted on github page (carry-over)
- Ben to create a template that will help connect Issues to PRs (e.g. include text this resolves Issue xx) (carry over)
- Love: figure out Firebase for testing Notify
  - Waiting on Waylon to upgrade firebase (carry-over)
- Emil: Work with Waylon on releasing fix (carry over); *Is this the app designer fix that was released in 2.1.11?*
  - Need to update zips
- Henry to send out invitation for call tomorrow 12 GMT+1 re. JaCoCo setup.
  - Call happened
- Caroline: To be discussed at next meeting: Does Suitcase need an UpdateJDK11 branch?
- Caroline: Send out e-mail to clarify who leads next meeting

### Agenda

- Previous action items
- Outreachy
- Release discussion

### Action Items

- Ben to switch webpage to be hosted on github page (carry-over)
- Ben to create a template that will help connect Issues to PRs (e.g. include text this resolves Issue xx) (carry over)
- Ben and Lewis to propose new sign in design flow
  - A more intuitive design with less screens
  - Check for Barcode login issue
- Emil create updated app designer zips to update the “update-jdk11” branch
- Waylon to create an “update-jdk11” for Suitcase **eventually (future work)**
- Redeem will send PRs to Chinedu first, then Emil
- Redeem will send a note to check with Tilda about why nav bar missing
- Lewis to verify tables is building correctly

Next meeting: 27th August

Facilitator: Waylon

## July 16th, 2024

Facilitator: Caroline

Note taker: Emil

Present: Lewis, Redeem, Henry, Caroline, Emil

### Previous action items

- Emil to email Redeem and Ben about the workflow of services sign-in
- Ben to switch webpage to be hosted on github page (carry-over)
- Ben to create a template that will help connect Issues to PRs (e.g. include text this resolves Issue xx) (carry over)
- Love: figure out Firebase for testing Notify
  - Waiting on Waylon to upgrade firebase (carry-over)
- Emil: Work with Waylon on releasing fix (carry over)
- Redeem/Ben: Organize Project Board (carry over): Done! (but an on-going battle)

### Agenda

- Previous action items

- Outreachy
  - Henry; running the pipeline in JaCoCo is causing some issues. Will call for meeting tomorrow
- Release discussion
  - Follow-up with Waylon in next meeting
  - Suitcase to get updated as well?

### Action items

- Emil to email Redeem and Ben about the workflow of services sign-in / create issue in GH
- Ben to switch webpage to be hosted on github page (carry-over)
- Ben to create a template that will help connect Issues to PRs (e.g. include text this resolves Issue xx) (carry over)
- Love: figure out Firebase for testing Notify
  - Waiting on Waylon to upgrade firebase (carry-over)
- Emil: Work with Waylon on releasing fix (carry over); *Is this the app designer fix that was released in 2.1.11?*
- Henry to send out invitation for call tomorrow 12 GMT+1 re. JaCoCo setup.
- Caroline: To be discussed at next meeting: Does Suitcase need an UpdateJDK11 branch?
- Caroline: Send out e-mail to clarify who leads next meeting

Next meeting: TBD (July 30)

## July 2nd, 2024

Facilitator: Waylon

Note taker: Caroline

Present: Waylon, Emil, Caroline, Love, Jua, Henry, Lewis

### Previous action items

- Ben to switch webpage to be hosted on github page (carry-over)
- Ben to create a template that will help connect Issues to PRs (e.g. include text this resolves Issue xx) (carry over)
- Love: figure out Firebase for testing Notify
  - Waiting on Waylon to upgrade firebase (carry-over)
- Emil: Work with Waylon on releasing fix (carry over)
- Redeem/Ben: Organize Project Board (carry over)

## Agenda

- Previous action items
- Outreachy
  - More stable pipeline, tidying up history/repeat tests
  - Working on coverage reports
  - Update following design guidelines
    - First slide already has a design logo
    - Incomplete/finalize buttons
    - Some pull requests need feedback
- Lewis update on tables
  - Working on API keys
  - Why doesn't have permissions?
  - Waylon trying to update CircleCI permissions
- Emil: problems in login flow circularity (user, PW, server, authentication)
  - Back button rather than backstack
  - Something wrong with json parser (jackson?)
- Build pipeline for release
  - Waylon will work on CircleCI, Henry has been doing great help

## Action items

- Emil to email Redeem and Ben about the workflow of services sign-in
- Ben to switch webpage to be hosted on github page (carry-over)
- Ben to create a template that will help connect Issues to PRs (e.g. include text this resolves Issue xx) (carry over)
- Love: figure out Firebase for testing Notify
  - Waiting on Waylon to upgrade firebase (carry-over)
- Emil: Work with Waylon on releasing fix (carry over)
- Redeem/Ben: Organize Project Board (carry over)

Next meeting: Caroline Krafft (July 16)

# June 4th, 2024

Facilitator: Waylon

Note taker: Ben

Informal meeting

## Previous action items

- Ben to switch webpage to be hosted on github page (carry-over)



- Ben to create a template that will help connect Issues to PRs (e.g. include text this resolves Issue xx) (carry over)
- Love: figure out Firebase for testing Notify
  - Waiting on Waylon to upgrade firebase (carry-over)
- Emil: Work with Waylon on releasing fix
- Emil update sync-endpoint-default to match new versions - Done
  - Create a branch/rename
  - Work on one CircleCI take 2
  - Update-jdk11 for upcoming release
  - Move to master, Rename to main
- Redeem check element #s/names for PRs Henry submitted (make sure updated tests do the right thing) - at least 4 on services - Done
- Waylon: Outreachy meetings polls - Done
- Redeem/Ben: Outreachy individual meeting needs to be scheduled - Done
- Redeem/Ben: Organize Project Board
- Redeem: Set up LinkedIn Page. - Done

## Notes

Waylon provided some suggestions to Henry for a timeout issue:

<https://support.circleci.com/hc/en-us/articles/360045268074-Build-Fails-with-Too-long-with-no-output-exceeded-10m0s-context-deadline-exceeded>

<https://stackoverflow.com/questions/36173553/how-to-extend-timeout-for-tests-in-circleci>

Emil's fix for App Designer is released for desktop, but not fully integrated. Library updates need to be tested against Android.

Further discussion of Tests issues.

Nothing to report from UI updates project.

## Action items

- Ben to switch webpage to be hosted on github page (carry-over)
- Ben to create a template that will help connect Issues to PRs (e.g. include text this resolves Issue xx) (carry over)
- Love: figure out Firebase for testing Notify
  - Waiting on Waylon to upgrade firebase (carry-over)
- Emil: Work with Waylon on releasing fix (carry over)
- Redeem/Ben: Organize Project Board (carry over)

Next meeting: Ben

# May 21st, 2024

Facilitator: Waylon

Informal meeting

# May 7th, 2024

Facilitator: Caroline

Note taker: Waylon

## Previous Action items

- Ben to switch webpage to be hosted on github page (carry-over)
- Ben to create a template that will help connect Issues to PRs (e.g. include text this resolves Issue xx) (carry over)
- Love: figure out Firebase for testing Notify
  - Waiting on Waylon to upgrade firebase (carry-over)
- Emil: Investigate alternative to websql (IndexedDB, shims etc.)
  - Branch available for testing -
  - <https://forum.odk-x.org/t/issue-with-app-designer-on-latest-chrome-browser/2584>
  - Likely will be a interim release designated 2.1.11
- Emil update sync-endpoint-default to match new versions (carry over)
  - Create a branch/rename
  - Work on one CircleCI take 2
  - Update-jdk11 for upcoming release
  - Move to master, Rename to main
- Redeem check element #s/names for PRs Henry submitted (make sure updated tests do the right thing) - at least 4 on services
  - Some things resolved and somethings are left

## Outreachy Planning

- Three interns for the summer
- Need to start schedule meetings

## Action items

- Ben to switch webpage to be hosted on github page (carry-over)
- Ben to create a template that will help connect Issues to PRs (e.g. include text this resolves Issue xx) (carry over)

- Love: figure out Firebase for testing Notify
  - Waiting on Waylon to upgrade firebase (carry-over)
- Emil: Work with Waylon on releasing fix
- Emil update sync-endpoint-default to match new versions (carry over)
  - Create a branch/rename
  - Work on one CircleCI take 2
  - Update-jdk11 for upcoming release
  - Move to master, Rename to main
- Redeem check element #s/names for PRs Henry submitted (make sure updated tests do the right thing) - at least 4 on services
- Waylon: Outreachy meetings polls
- Redeem/Ben: Outreachy individual meeting needs to be scheduled
- Redeem/Ben: Organize Project Board
- Redeem: Set up LinkedIn Page.

## April 23th, 2024

Informal meeting because key people missing.

## April 9th, 2024

Facilitator: Waylon

Note taker: Caroline

Agenda:

- Previous Action Items
- Outreachy update
- Release Discussion
- AOB

### Previous Action items

- Ben to switch webpage to be hosted on github page (carry-over)
- Redeem & Godswill will test the process for hitting sync in Survey or Tables that sends you to Services and then going back (backstack). Does it come back properly! (done, no issues!)
- Ben to create a template that will help connect Issues to PRs (e.g. include text this resolves Issue xx) (carry over)

- Love: figure out Firebase for testing Notify (carry-over)
  - Waylon blocker, will upgrade and make an account
- Emil: Investigate alternative to websql (IndexedDB, shims etc.) (carry over)
- Emil update sync-endpoint-default to match new versions (carry over)
  - Create a branch/rename
  - Work on one CircleCI take 2
  - Update-jdk11 for upcoming release
  - Move to master, Rename to main

### Action items

- Ben to switch webpage to be hosted on github page (carry-over)
- Ben to create a template that will help connect Issues to PRs (e.g. include text this resolves Issue xx) (carry over)
- Love: figure out Firebase for testing Notify (carry-over)
- Emil: Investigate alternative to websql (IndexedDB, shims etc.) (carry over)
- Emil update sync-endpoint-default to match new versions (carry over)
  - Create a branch/rename
  - Work on one CircleCI take 2
  - Update-jdk11 for upcoming release
  - Move to master, Rename to main
- Redeem check element #s/names for PRs Henry submitted (make sure updated tests do the right thing) - at least 4 on services

### Discussion

- In midst of switching pipeline, process ongoing for a year.
  - Failing tests in services
  - Build services doesn't publish services to run survey tests yet (chicken and the egg problem)
  - Redeem reviewing services test
  - Will get resolved - question is when!
- Outreachy
  - We moved process along to Outreachy team
  - Announce interns May 1, 2024 on alum page
  - Internships May 27, 2024-August 23, 2024
- Release discussion
  - Waiting on Emil, Waylon has things to do
  - Redeem has stuff on his plate - those PRs will be helpful - Check element names
  - Emil working on app designer, deadline May!

Caroline leads next meeting

# March 26th, 2024

Facilitator: Caroline

Note taker: Ben

Agenda:

- Previous Action Items
- Outreachy update
- Release Discussion
- AOB

## Previous action items

- Ben to switch webpage to be hosted on github page (carry-over)
- Redeem & Godswill will test the process for hitting sync in Survey or Tables that sends you to Services and then going back (backstack). Does it come back properly! (carry-over)
- Ben to follow up with Redeem and Godswill on recommendations for inclusion of UI changes in release
  - Done
- Love: figure out Firebase for testing Notify (carry-over)
- Emil: Investigate alternative to websql (IndexedDB, shims etc.) (carry over)
- Emil update sync-endpoint-default to match new versions
  - Create a branch/rename
  - Work on one CircleCI take 2
  - Update-jdk11 for upcoming release
  - Move to master, Rename to main

## Action items

- Ben to switch webpage to be hosted on github page (carry-over)
- Redeem & Godswill will test the process for hitting sync in Survey or Tables that sends you to Services and then going back (backstack). Does it come back properly! (carry-over)
- Ben to create a template that will help connect Issues to PRs (e.g. include text this resolves Issue xx)
- Love: figure out Firebase for testing Notify (carry-over)
- Emil: Investigate alternative to websql (IndexedDB, shims etc.) (carry over)
- Emil update sync-endpoint-default to match new versions (carry over)
  - Create a branch/rename
  - Work on one CircleCI take 2

- Update-jdk11 for upcoming release
- Move to master, Rename to main

## Outreachy update

Contribution period until Tuesday 2 April

Application review period: Tuesday 9 April

Caroline will post to applicants they can submit draft proposals Friday 29 March for feedback

Caroline will create a sheet for evaluation of applications

<https://www.outreachy.org/apply/project-selection/>

Jua asked about an issue syncing Services. Error message is generic.

Suggestions:

- <https://docs.odk-x.org/trouble-shooting/>
- Check the logs to get more details on the error: <https://docs.odk-x.org/trouble-shooting/>
- Post picture of error to the Forum to get help

## Release Discussion

Tables UI changes added last night (round 1)

Broken tests for Services which Redeem is looking at

Still numerous bugs cropping up

Emil and Redeem supporting to resolve issues, no additional help required at this stage

## AOB

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## Next meeting

9 April

Facilitator: Waylon

## March 12th, 2024

Facilitator: Waylon

Note taker: Emil

Agenda:

- Previous Action Items
- Winter Outreachy update
- Release Discussion
- AOB

### Previous action items

- Emil: Set up meeting to discuss/document build- and release-setup strategy
  - Making sure Survey/Tables/(Services?) are ready to go
  - Done. Waylon and Emil had a meeting and planned the next steps for the release.
- Ben to switch webpage to be hosted on github page (carry-over)
- Redeem & Godswill will test the process for hitting sync in Survey or Tables that sends you to Services and then going back (backstack). Does it come back properly! (carry-over)
  - Technical difficulties (newer phone)
  - Getting Redeem to compile? Or do the testing with Android studio?
  - Discussion of whether works on newer phones. Targeted version TBD
- Ben to follow up with Redeem and Godswill on recommendations for inclusion of UI changes in release (carry-over)
  - Discussion on Matilda themes updates
- Love: figure out Firebase for testing Notify (carry-over)
- Emil: Investigate why Digital Ocean stackscript/sync-endpoint init script is not working
  - Worked when working together. Done!
- Caroline: Follow-up w/Ben on outreachy proposals
  - Done!
- Emil: Investigate alternative to websql (IndexedDB, shims etc.) (carry over)

### Winter Outreachy update

- Welcoming outreachy candidates
- Discussion of the value of pull requests made to e.g. the Docs repository
  - Demonstrates ability within git and GitHub
- Keep checking the issue queue - specifically tasks tagged with outreachy:  
<https://github.com/odk-x/tool-suite-X/issues>
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### Release Discussion

### Action items

- Ben to switch webpage to be hosted on github page (carry-over)

- Redeem & Godswill will test the process for hitting sync in Survey or Tables that sends you to Services and then going back (backstack). Does it come back properly! (carry-over)
- Ben to follow up with Redeem and Godswill on recommendations for inclusion of UI changes in release (carry-over)
- Love: figure out Firebase for testing Notify (carry-over)
- Emil: Investigate alternative to websql (IndexedDB, shims etc.) (carry over)
- Emil update sync-endpoint-default to match new versions
  - Create a branch/rename
  - Work on one CircleCI take 2
  - Update-jdk11 for upcoming release
  - Move to master, Rename to main

Next meeting: 26 March 2024

Next facilitator: (Caroline?)

## February 27th, 2024

Facilitator: Emil

Note taker: Caroline

Agenda:

- Previous Action Items
- Outreachy Welcome & Questions
- Release Discussion
- AOB

### Previous action items

- Emil (carry-over): Set up meeting to discuss/document build- and release-setup strategy
  - Making sure Survey/Tables/(Services?) are ready to go
- Ben to switch webpage to be hosted on github page (carry-over)
- Redeem & Godswill will test the process for hitting sync in Survey or Tables that sends you to Services and then going back (backstack). Does it come back properly! (carry-over)
- Ben to follow up with Redeem and Godswill on recommendations for inclusion of UI changes in release (carry-over)



- Love: figure out Firebase for testing Notify (carry-over)
- Emil: Investigate alternative to websql (IndexedDB, shims etc.) (carry over)
- Check with outreachy if contribution period is being adjusted.
- Emil update sync-endpoint-default to match new versions
  - Create a branch/rename
  - Work on one CircleCI take 2
  - Update-jdk11 for upcoming release
  - Move to master, Rename to main

### **Current Outreachy**

- Goodness (Docs) wrapping up, achieved key goals
- Kenny (Tests) +2 weeks
- Matilda (UI) wrapping up officially this week, may keep going, still some things on project timeline since both designing + coding

### **Next Outreachy**

- Projects in!
- March 4 contributions start
- APKs to test?
- April 2 contributions end
- Caroline spring break: out March 9-March 17

### **Release Discussion**

- Changed themes but only some places and then in a way that made a problem
  - Survey and Tables don't compile
  - Fallback: put in both, but if didn't change UI collision
- Non-UI tests passing!
- Need to update sync-endpoint-default to new versions
  - Docker images should change
  - Create a branch/rename
  - Work on one CircleCI take two
  - Update-jdk11 for upcoming release
  - Move to master, Rename to main

### **Action items**

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Next meeting: 5 March 2024

Next facilitator: Waylon

# February 13th, 2024

Facilitator: Waylon

Note taker: Emil

## Agenda:

- Previous actions items
- Winter Outreachy update
- Release Discussion
- AOB

## Previous action items

- Ben to switch webpage to be hosted on github page
- Love: figure out Firebase for testing Notify
- Emil will do a versioning/release strategy to share with Waylon
- Redeem & Godswill will test the process for hitting sync in Survey or Tables that sends you to Services and then going back (backstack). Does it come back properly!
- Ben to follow up with Redeem and Godswill on recommendations for inclusion of UI changes in release
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## Current Outreachy

Progressing well. Work on UI projects and documentation is still on-going.

## Next Outreachy

Love has created a draft, still in development. Deadline is Feb 23rd.

## Action items

- Emil: Set up meeting to discuss/document build- and release-setup strategy
  - Making sure Survey/Tables/(Services?) are ready to go
- Ben to switch webpage to be hosted on github page (carry-over)
- Redeem & Godswill will test the process for hitting sync in Survey or Tables that sends you to Services and then going back (backstack). Does it come back properly! (carry-over)
- Ben to follow up with Redeem and Godswill on recommendations for inclusion of UI changes in release (carry-over)

- Love: figure out Firebase for testing Notify (carry-over)
- Emil: Investigate why Digital Ocean stackscript/sync-endpoint init script is not working
- Caroline: Follow-up w/Ben on outreachy proposals
- Emil: Investigate alternative to websql (IndexedDB, shims etc.)

Next meeting: 27 February 2024

Next facilitator: Emil

## January 30, 2024

Facilitator: Ben

Note taker: Ben

Agenda:

- Previous actions items
- Release
- Outreachy updates

### Previous action items

- Ben to switch webpage to be hosted on github page - carry over
- Love: figure out Firebase for testing Notify - carry over
  - Discussed some solutions with Waylon (install java sdk or java FX) but not had time to try yet
- Emil will do a versioning/release strategy to share with Waylon - carry over
  - Waylon doing some work on this, but documentation and agreed strategy still needed
- Redeem & Godswill will test the process for hitting sync in Survey or Tables that sends you to Services and then going back (backstack). Does it come back properly! - carry over
- Ben to follow up with Redeem and Godswill on recommendations for inclusion of UI changes in release - carry over

### Release

Moving from Java 8, targeting Java 11

SDKs on 17, but working ok with 11

Sync endpoint, Android Lib and Services already converted

Survey and Tables targeted to be done this week

May do a release to address the issue of file system being replaced by URI

As changes being made, Caroline discovered a bug relating to CSV files

Currently compiling to Android v32 because of Webkit file changes. Current version is v34 in Android SDK. v34 webkit loses it's ability to directly access files through Java file classes. Updates required are very large.

Aim to get some file changes into a candidate release before the interns leave, so that they can contribute testing

Internships complete **Mar 1, 2024** . Aim for changes Feb 15 so that there is still two weeks for testing and fixing bugs.

## **Outreachy**

Next round coming up

- Project submitted by Feb 23rd
  - Waylon and Love have expressed interest
  - Ben will mentor
- Project drafts:
  - UI uplift
  - Tests (post Feb 15 when features are known)
  - ~~— Documentation (Possible — Love has identified some gaps, but Goodness is likely covering these — confirm in intern meeting)~~
- 2 projects concurrently is preferable

## **Action items**

- Ben to switch webpage to be hosted on github page
- Love: figure out Firebase for testing Notify
- Emil will do a versioning/release strategy to share with Waylon
- Redeem & Godswill will test the process for hitting sync in Survey or Tables that sends you to Services and then going back (backstack). Does it come back properly!
- Ben to follow up with Redeem and Godswill on recommendations for inclusion of UI changes in release

Next meeting: 13 February 2024

Next facilitator: Waylon

# January 16, 2024

Facilitator: Caroline

Note taker: Ben

Attendees: Waylon, Caroline, Ben, Love

Agenda:

- Previous actions items

- Outreachy updates
- Next Outreachy
- Release

### **Previous action items**

- Ben to switch webpage to be hosted on github page - Carry over
- Love: figure out Firebase for testing Notify - Carry over
- Emil will do a versioning/release strategy to share with Waylon (carry-over)
  - Still in process of figuring out, will wait until pipeline PRs merged
- Redeem & Godswill will test the process for hitting sync in Survey or Tables that sends you to Services and then going back (backstack). Does it come back properly! - Carry over
  - Moving to Android stack, less custom backstack so should work oob
  - Confirm UX isn't affected by release changes

### **Current Outreachy**

No updates from projects known to impact upcoming release

### **Release**

Sync endpoint updates will allow move away from Java 8

Java update to mobile side required next - this will allow Material changes to work

Decision needed on what from the UI project should be included in the release

- Ben to follow up with Redeem and Godswill on recommendations for inclusion of UI changes in release

### **Next Outreachy**

Sign up as org 15/2

Nominate projects 23/2

Caroline has emailed the team for expression of interest - no response yet

Agreed that we will register as an organisation

Probably another UI project and another software update project

### **Action items**

- Ben to switch webpage to be hosted on github page
- Love: figure out Firebase for testing Notify
- Emil will do a versioning/release strategy to share with Waylon
- Redeem & Godswill will test the process for hitting sync in Survey or Tables that sends you to Services and then going back (backstack). Does it come back properly!
- Ben to follow up with Redeem and Godswill on recommendations for inclusion of UI changes in release

Next meeting: 30/1

Facilitator: Ben

## December 19th, 2023

Facilitator: Ben

Note taker: Ben

Attendees: Waylon, Redeem, Emil, Ben

Agenda:

- Previous actions items
- Outreachy updates

### Previous action items

- Caroline: email PMC about Dec. 19 and Jan. 2 meetings - Done
- Ben to switch webpage to be hosted on github page - Carry over
- Love: figure out Firebase for testing Notify - Carry over
- Emil will do a versioning/release strategy to share with Waylon (carry-over)
  - Still in process of figuring out, will wait until pipeline PRs merged
- Redeem & Godswill will test the process for hitting sync in Survey or Tables that sends you to Services and then going back (backstack). Does it come back properly! (carry over)

### Outreachy updates

- Completion of new build pipeline - end of December
- Potential for end of January deployment
- UI project could consider whether to focus on making the top bar consistent for Tables and Survey in preparation for that release to have consistent updated UI across all apps
- Tests and Docs progressing

### Action items

- Ben to switch webpage to be hosted on github page - Carry over
- Love: figure out Firebase for testing Notify - Carry over
- Emil will do a versioning/release strategy to share with Waylon (carry-over)
  - Still in process of figuring out, will wait until pipeline PRs merged
- Redeem & Godswill will test the process for hitting sync in Survey or Tables that sends you to Services and then going back (backstack). Does it come back properly!

### Next meeting

2nd January - Caroline facilitator

# December 5th, 2023

Facilitator: Waylon

Note taker: Caroline

Attendees: Waylon, Caroline, Matilda, Goodness, Redeem, Godswill, Love

## Previous action items

- Ben to switch webpage to be hosted on github page
  - Carry over
- Love: figure out Firebase for testing Notify
  - In process, email Waylon
- Emil will do a versioning/release strategy to share with Waylon (carry-over)
  - Still in process of figuring out, will wait until pipeline PRs merged
  - Carry over
- Ben to restart UI Improvement meetings
  - Done

## Outreachy

- Welcome interns!
- Matilda met with UI team for UI improvements - Tables, Survey
  - Discussed goals, first tasks (familiarizing)
- Goodness
  - Emailed to start planning!
  - Will get a branch of docs and preview copy of .apks so can roll over when ready
- Individual and group meetings
- Do join the Outreachy Zulip chats - they just unfortunately got scheduled at the same time this week.
- Interns: Write your blog, and make a welcome post to the ODK-X Forum (link to your blog and any social media you wish to share)

## New Release

- In the works, preview versions for some items
  - Goal mid-January
  - Preview versions exist!
    - <https://github.com/odk-x/tool-suite-X/issues/441> for Services
- Database implementation for the test environment needs to be changed (Google Chrome latest broke that)
- Longer term goal: newer versions of Java (could facilitate material fixing)

**Action items**

- Caroline: email PMC about Dec. 19 and Jan. 2 meetings
- Ben to switch webpage to be hosted on github page
- Love: figure out Firebase for testing Notify
- Emil will do a versioning/release strategy to share with Waylon (carry-over)
  - Still in process of figuring out, will wait until pipeline PRs merged
- Godswill will test the process for hitting sync in Survey or Tables that sends you to Services and then going back (backstack). Does it come back properly!

Next meeting: TBD, checking on availability



# November 21st, 2023

Facilitator: Ben

Note taker: Waylon

Attendees: Ben, Emil, Waylon, Love, Godswill

## Previous action items

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
  - Switch to Ben and focus on github pages
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
  - Switch to Love
- Waylon to figure out what is going on with the Website build errors tbd eventually (carry-over)
  - Switch to Ben's redo project
- Emil will do a versioning/release strategy to share with Waylon (carry-over)
  - Still in process of figuring out, will wait until pipeline PRs merged
- Caroline: Add a google doc for a "website revamp" project/feature to promote for contributors
  - Switch to Ben
- Love: Issue create a test for services - DONE
- Love: Issue improve a test - DONE

## Outreachy

- Waiting on Outreachy Decision on intern selection - delayed

## Docs Revised Pipeline

Docs website is now built using sphinx native build, source folder renamed from odkx-src to simply src.

## Branch Renaming

- We are moving to "main" as the primary branch name replacing the historic "master" branch name.
- The docs repo is the first to undergo the change.

## Action items

- Ben to switch webpage to be hosted on github page
- Love: figure out Firebase for testing Notify
- Emil will do a versioning/release strategy to share with Waylon (carry-over)

- Still in process of figuring out, will wait until pipeline PRs merged
- Ben to restart UI Improvement meetings

**Next meeting: Waylon leads Dec 5**

Ben an apology (timezone incompatible)

## November 7th, 2023

Facilitator: Ben

Note taker:

Attendees: Ben, Caroline

### Action items

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
- Waylon to figure out what is going on with the Website build errors tbd eventually (carry-over)
- Emil will do a versioning/release strategy to share with Waylon (carry-over)
  - Still in process of figuring out, will wait until pipeline PRs merged
- Caroline: Add a google doc for a “website revamp” project/feature to promote for contributors
- Love: Issue create a test for services
- Love: Issue improve a test

All actions carry over

### Outreachy

Waiting for Outreachy to confirm funding and confirmation of applicants

Key dependency for projects is whether the build will be ready for the internship period

Ben to follow up with Godswill and Redeem to prepare the UI issues board for the internship period

Other projects should prep issues if needed

**Next meeting: Ben leads Nov. 21**

## October 24th, 2023

Facilitator: Waylon

Note taker: Caroline

Attendees: Waylon, Caroline, Emil, Goodness, Love, Matilda, Kenny, Chinedu, Ekemini

## **Agenda**

- Previous Action Items
- Winter Outreachy planning
- Roadmap review
- Recurring tasks (maintenance etc.)

## **Previous Action items**

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
- Waylon to figure out what is going on with the Website build errors tbd eventually (carry-over)
- Emil will do a versioning/release strategy to share with Waylon (carry-over)
  - Still in process of figuring out, will wait until pipeline PRs merged
- Caroline: Add a google doc for a “website revamp” project/feature to promote for contributors

## **Discussion**

- Because we have not upgraded yet, sometimes testing issues for applicants
  - Redeem has made suggestion of eel to help
  - Waylon provided instructions on Slack
  - Release at the end of year
  - Android version is an issue
- Outreachy proposals
  - See Slack for how will be evaluated, examples
  - List out contributions (pull requests, contributions/suggestions, issues raised)
  - Describe workplan (timeline) - break project into week-by-week, break tasks
  - Need to know what you are working on, which project, each project has issues
  - Don't merge all PRs - if multiple people working on - will wait until later to merge some so remains for review.
  - For contributions if idea out of scope/won't work will try to tell you why
  - As well as what is listed in issues, see project descriptions and
- Outreachy interns: questions
  - Idea to document common problems
  - Some issues transient, but better documenting tests is a great idea
  - Not test issues - can add issues

- Test around file system to show skills (PR)
  - Generally more tests = better
  - Unlikely to reject a test that makes sense
- Outreachy timeline
  - Proposal by 25th guarantee feedback (feedback may take a few days)
  - Contribution period ends 30th
  - Add a proposal channel - put your proposals there
  - Can keep contributing at any time!
  - Earlier=get more feedback! Iterate!

### **Action items**

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
- Waylon to figure out what is going on with the Website build errors tbd eventually (carry-over)
- Emil will do a versioning/release strategy to share with Waylon (carry-over)
  - Still in process of figuring out, will wait until pipeline PRs merged
- Caroline: Add a google doc for a "website revamp" project/feature to promote for contributors
- Love: Issue create a test for services
- Love: Issue improve a test

**Next meeting: Ben leads Nov. 7**

## October 10th, 2023

Facilitator: Caroline

Note taker: Emil

Attendees: Waylon, Caroline, Emil, Godswill, Redeem, Ben

### **Agenda**

- Previous Action Items
- Winter Outreachy planning
- Roadmap review
- Recurring tasks (maintenance etc.)

### **Previous action items**

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
- Waylon to figure out what is going on with the Website build errors tbd eventually (carry-over)
- Emil will do a versioning/release strategy to share with Waylon (carry-over)
  - Still in process of figuring out, will wait until pipeline PRs merged

### **Winter Outreachy**

Q&A with Outreachy candidates. Focus on onboarding experience.

### **Action items**

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
- Waylon to figure out what is going on with the Website build errors tbd eventually (carry-over)
- Emil will do a versioning/release strategy to share with Waylon (carry-over)
  - Still in process of figuring out, will wait until pipeline PRs merged
- Caroline: Add a google doc for a “website revamp” project/feature to promote for contributors

Next facilitator: Waylon

## September 26th, 2023

Facilitator: Waylon

Note taker: Ben

Attendees: Waylon, Caroline, Emil, Godswill, Redeem,

### **Agenda**

- Previous Action Items
- Services UI Review

- Winter Outreachy
- Versioning

### **Previous action items**

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
- Waylon to figure out what is going on with the Website build errors tbd eventually (carry-over)
- Emil will do a versioning/release strategy to share with Waylon (carry-over)
  - Still in process of figuring out, will wait until pipeline PRs merged
- All: work on project descriptions for Outreachy for next meeting
- Redeem and Godswill will present a showcase of UI changes to demonstrate the scope of changes and help the Documentation outreachy project
- Redeem and Godswill to submit PRs for all changes - everything should be in the Development branch - so that Waylon can prepare an Alpha release for Outreachy contributions
- Ben to check in with Kushi to let her know about upcoming Outreachy and invite her to be involved

### **Services UI Review**

- Godswill gave a presentation on updates to the design guidelines and Figment markups that drove the design
- Redeem showed a preview of the new UI on an Android emulator
- Change label to “Merge Conflicts” from “Resolve Sync”

### **Winter Outreachy**

Project description required September 29th

Contribution Oct. 2, 2023 - Oct. 30, 2023

Select interns November 6

Internship period Dec. 4- March 1

Waylon will do another review of the UI project description.

Caroline plans to upload project descriptions on Thursday.

### **Action items**

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
- Waylon to figure out what is going on with the Website build errors tbd eventually (carry-over)
- Emil will do a versioning/release strategy to share with Waylon (carry-over)
  - Still in process of figuring out, will wait until pipeline PRs merged

Next facilitator: Caroline

## September 12th, 2023

Facilitator: Waylon

Note taker: Ben

Attendees: Waylon, Caroline, Godswill, Ben, Redeem

### Agenda

- Previous Action Items
- Summer Outreachy
- Fall Outreachy
- Versioning
- Roadmap review
- Recurring tasks (maintenance etc.)

### Previous action items

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
- Carry forward question of release planning (~1 meetings)
  - Waylon to e-mail Ben re. release planning talk
- Waylon to figure out what is going on with the Websuite build errors tbd eventually (carry-over)
- Emil will do a versioning/release strategy to share with Waylon (carry-over)

- Still in process of figuring out, will wait until pipeline PRs merged
- Love to investigate testing options within javascript (e.g. see ODK-X Tables tests) - possibly creating/starting a project document in the process (carry over)
- Start writing up project candidates/descriptions at next meeting

## **Outreachy**

Project description required September 29th

Contribution Oct. 2, 2023 - Oct. 30, 2023

Select interns November 6

Internship period Dec. 4- March 1

## **Outreachy project selection**

Build pipeline needs to be completed

May not get release out before contribution period starts

Could deploy Alpha so that new UI can be tested and issues identified, and documentation can be started

## **Project selection & write-up**

UI/UX - Redeem, Godswill and Ben

Docs update for Services UI changes - Caroline

Testing - Waylon

Example requirements

<https://docs.google.com/document/d/1bpTNdxhip1E0QTEzpNJw39AeQzEoCzKeTM9VgNpb-WQ/>

## **Action items**

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
- Waylon to figure out what is going on with the Websuite build errors tbd eventually (carry-over)
- Emil will do a versioning/release strategy to share with Waylon (carry-over)
  - Still in process of figuring out, will wait until pipeline PRs merged
- All: work on project descriptions for Outreachy for next meeting



- Redeem and Godswill will present a showcase of UI changes to demonstrate the scope of changes and help the Documentation outreachy project
- Redeem and Godswill to submit PRs for all changes - everything should be in the Development branch - so that Waylon can prepare an Alpha release for Outreachy contributions
- Ben to check in with Kushi to let her know about upcoming Outreachy and invite her to be involved

Next facilitator: Waylon (Caroline backup)

## August 29th, 2023

Facilitator: Caroline

Note taker: Emil

Attendees: Waylon, Caroline, Emil, Love, Redeem

### Agenda

- Previous Action Items
- Summer Outreachy
- Fall Outreachy
- Versioning
- Roadmap review
- Recurring tasks (maintenance etc.)

### Previous action items

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
- Carry forward question of release planning (~1 meetings)
- Waylon to figure out what is going on with the Websuite build errors tbd eventually
- Emil will do a versioning/release strategy to share with Waylon

### Discussion

- Summer outreachy update  
Waiting on interns to submit final PRs
- Fall outreachy
  - UI/UX could be a great candidate for an intern
  - docs update also relevant
  - build upgrade (e.g. java upgrade),
  - testing

- Focus is on build-system currently

### Action items

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
- Carry forward question of release planning (~1 meetings)
  - Waylon to e-mail Ben re. release planning talk
- Waylon to figure out what is going on with the Websuite build errors tbd eventually (carry-over)
- Emil will do a versioning/release strategy to share with Waylon (carry-over)
  - Still in process of figuring out, will wait until pipeline PRs merged
- Love to investigate testing options within javascript (e.g. see ODK-X Tables tests) - possibly creating/starting a project document in the process
- Start writing up project candidates/descriptions at next meeting

Waylon leads Sep 12, 2023

## August 15th, 2023

Facilitator: Waylon

Note taker: Caroline

Attendees: Waylon, Caroline, Emil, Godswill, Redeem

### Agenda

- Previous Action Items
- Summer Outreachy
- Fall Outreachy
- Versioning
- Roadmap review
- Recurring tasks (maintenance etc.)

### Previous action items

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
  - Carry

- Phebe: figure out Firebase for testing Notify (carry-over on long term)
  - Carry
- Carry forward question of release planning (~1 meetings)
  - Closer on UI, not blocking anything
- Esther to reach out to Waylon/Emil regarding defining the migration of the odk-x.org website to GH pages.
- Waylon to figure out what is going on with the Websuite build errors tbd eventually
  - Emil notes need to make clearer features on website

## Discussion

- UI check in
  - Redeem excited about how moving. Recent PR sent
  - Android good, Javascript different E.g. Survey has hybrid interface
  - Style sheet would help
  - Material design with CSS/html without having to redo backend engine?
  - Question from Emil - use react? - how much re-writing for proper integration.
  - Excel cells→react complicated!
  - Targeting skill level who can't do this totally on own.
  - Related issue - developer experience - how train in?
  - Frameworks take time/effort from developers, but want to maintain stack
  - Need army of developers
- Fall Outreachy call
  - People
    - Love, Godswill, Redeem, potentially interested in mentoring
    - Waylon, Emil co-mentor (TBD Ben?)
  - Projects
    - UI, based on roadmap, by Ben
      - Sync endpoint update waiting until build issues
    - Documentation update? Other?
    - Increasing test coverage
    - Docker→Compose/Kubernetes research
    - Build system continued
- Versioning
  - Emil will work on a proposal.
- Current Outreachy
  - Meeting tomorrow
- ODK-X Merch?
  - Stickers for GSOC, Outreachy folks
  - Need more PR generally, implementers workshop

## Action items

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
- Carry forward question of release planning (~1 meetings)
- Waylon to figure out what is going on with the Websuite build errors tbd eventually
- Emil will do a versioning/release strategy to share with Waylon

Caroline leads Aug 29, 2023

## June 20th, 2023

Facilitator: Caroline

Note taker: Emil

Attendees: Waylon, Caroline, Emil, Esther, Godswill

### Agenda

- Previous Action Items
- Summer Outreachy
- Roadmap review
- Recurring tasks (maintenance etc.)

### Previous action items

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
- Carry forward question of release planning (~2 meetings)
- Emil will check build status of sync endpoint
  - Fixed by Waylon

### Summer outreachy

- Outreachy progress is on track, still in the capacity building/skill acquisition phase hence postponing discussion of next release until pipeline set-up has been built.

### Discussion

- Discussion on suitable projects, e.g. related to on-going UI projects and front-end development, for Esther to contribute on. Godswill updated the team on the current status of the UI update project.
- Discussing possibilities of migrating the odk-x.org website to github pages.

### **Action items**

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
- Carry forward question of release planning (~1 meetings)
- Esther to reach out to Waylon/Emil regarding defining the migration of the odk-x.org website to GH pages.
- Waylon to figure out what is going on with the Websuite build errors tbd eventually

Next meeting on **July 18th** (due to July 4th holiday) - facilitator: Waylon

## June 6th, 2023

Facilitator: Emil

Note taker: Caroline

Attendees: Waylon, Caroline, Emil, Sylvia, Tejas, Godswill

### **Agenda**

- Previous Action Items
- Summer Outreachy
- Roadmap review
- Recurring tasks (maintenance etc.)

### **Previous action items**

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
- Carry forward question of release planning (~2 meetings)

### **Discussion**

- Time widget for Forum not working - link not integrated. Do not use.
- Outreachy:
  - 1st week!
  - Interns focused on own library, app, Maven repository - building process/interdependencies
- Roadmap review
  - Sylvia interested in project/work

- Some items related to build pipeline but not part of Outreachy
  - Option 1: Use string files - go and grab manual from different translations/localizations
    - Lots of free ones out there, would want to integrate into build pipeline (pull into codebase)
    - Once prototype + works can pull in
    - Free localization examples:
      - <https://crowdin.com/>
      - <https://www.transifex.com>
    - Explanation <https://sourceforge.net/software/localization/>
    - Example where we use: [https://github.com/odk-x/survey/tree/master/survey\\_app/src/main/res](https://github.com/odk-x/survey/tree/master/survey_app/src/main/res)
    - Idea to find a free localization tools that can integrate - compiling on github
  - Option 2: Want to move away from Docker/Swarm, to Kubernetes
  - Option 3: Changing website pages from AWS S3 to Github Pages
    - Nice experience, Emil recommends
- Further roadmap review - ideas like improve sync-endpoint interface
  - But need build pipeline working first
  - Then contemplate next post-summer
  - Still moving forwards on UI refresh (<https://github.com/orgs/odk-x/projects/2>)
  - Need to plan release to includes which parts of UI? TBD
- Current test of sync-endpoint postgres tests fail - needs package in container image?
- Encourage share stories on Forum
- Next meeting 20th, Caroline in charge

### Action items

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
- Carry forward question of release planning (~1 meetings)
- Emil will check build status of sync endpoint

# May 23rd, 2023

Facilitator: Waylon

Note taker: Emil

Attendees: Waylon, Caroline, Emil

## Agenda

- Previous Action Items
- Summer Outreachy
- Roadmap review
- Recurring tasks (maintenance etc.)

## Previous action items

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
- Waylon: update permissions for new Outreachy interns
  - Done
- Waylon: send scheduling emails around May 22nd
  - Done
- Carry forward question of release planning (~2 meetings)

## Discussion

- Waylon updated the forum - time widget/plugin seems to be working better now.
- Outreachy to start on Monday. Weekly meetings probably best fit for Wednesdays after 14h00 UTC - Waylon to update on schedule.

## Action items for next time

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
- Carry forward question of release planning (~2 meetings)

Emil will lead next time Jun 6, 2023

# May 9, 2023

Facilitator: Caroline

Note taker: Waylon

Attendees: Waylon, Caroline, Emil

## Agenda

- Previous Action Items
- Summer Outreachy
- Roadmap review
- Recurring tasks (maintenance etc.)

## Previous action items

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages - carry (better, Emil endorses as well)
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
- Emil: Create summer Outreachy roadmap (project board, columns, starter issues) but not too much so don't overwhelm - Done

## Discussion

- Summer Outreachy
  - Official acceptance of two interns
  - Starts May 29th
    - Week of May 22rd - send scheduling emails
- Non-official outreachy projects - build pipeline
  - String localization and automatic pulling in during build
  - Move to kubernetes from Docker swarm
- Will discuss roadmap again in ~2 meetings

## Action items for next time

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)



- Phebe: figure out Firebase for testing Notify (carry-over on long term)
- Waylon: update permissions for new Outreachy interns
- Waylon: send scheduling emails around May 22nd
- Carry forward question of release planning (~2 meetings)

Waylon will lead next time May 23, 2023

## April 25, 2023

Facilitator: Ben

Note taker: Ben/Waylon

Attendees: Waylon, Caroline, Emil, Ben

### Agenda

- Previous Action Items
- Summer Outreachy
- Roadmap review
- Recurring tasks (maintenance etc.)

### Previous action items

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
  - Carry over
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
  - Carry over
- Ben needs to schedule a meeting with Waylon and Redeem on the pull request for UI updates - Done
- Emil to schedule meeting to discuss Outreachy applications in detail - Done
- Waylon to schedule meeting with Emil to plan first few weeks of Outreachy - Done
- Ben to rename *Outreachy Fall 2022* project to *UI something* after discussion with Redeem and Godswill - Done
- Waylon to upgrade forum - done!

### Discussion

Testing issues now and testing later when the build pipeline is ready. Want to make sure we don't re-test issues and open up new scope if the original context of the story is lost.

### Android version / Build priorities

Currently stated only compatible with 10: <https://docs.odk-x.org/basics-install/>

Some issues arising in the field as projects look to upgrade their tablets. Would like to have a timeframe for enablement of 11/12

Build Pipelines/processes: Release, Dev, Demo

Discussion of build priorities should be revisited in ~3 meetings time to put forward preferences from different PMC members/users for priority build items.

### **Summer Outreachy**

PMC has submitted preferences to Outreachy, now waiting on outreachy orgs.

Internship period: 29 May – 15 August

Waylon and Emil are on top of preparations 🙌 (make sure to use Roadmap)

### **Action items for next time**

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
- Emil: Create summer Outreachy roadmap (project board, columns, starter issues) but not too much so don't overwhelm
- Carry forward question of release planning (~3 meetings)

Caroline will lead next time May 9, 2023

## April 11, 2023

Facilitator: Caroline

Note taker: Ben

Attendees: Waylon, Caroline, Emil, Roseline, Sylvia, Ben

### **Agenda**

- Previous Action Items
- Summer Outreachy planning/contribution period
- Roadmap review
- Recurring tasks (maintenance etc.)

## Previous Action items

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
  - Carry over
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
  - Carry over
- Waylon will write up a paragraph on master v. development branch etc.
  - Done
- Ben needs to schedule a meeting with Waylon and Redeem on the pull request for UI updates
  - Carry over

## Summer Outreachy planning/contribution period

Waylon hasn't put in ratings yet. A lot of good submissions.

Timeline - need to submit by April 14. Emil will book a meeting tomorrow (same time as PMC meeting) to discuss applications in detail. Need to check Redeem and Godswill can make it as well.

Need to put in scores and rank order, to allow for people who get double selected.

Can start populating issues in preparation.

Waylon suggested a meeting with Emil to plan the first few weeks in more detail. Waylon to schedule.

## Roadmap

**UI updates** - Ben reviewing recent changes. Will add feedback, and then schedule meeting to confirm what is complete, in progress, and what work can be added to up next.

**Build system** - pending Outreachy kick-off. Will create a Project when the roadmap has been discussed.

**Projects in Github** - Waylon has updated remaining projects from 'Classic', so now all 4 projects are visible depending on permission of the user:

- Organization Roadmap
- ODK-X Software Roadmap
- ODK-X Documentation Roadmap Private
- Outreachy Fall 2022 - rename once discussed with Redeem and Godswill

## Outreachy question

Sylvia raised the issue of runtime ?

Waylon noted numerous tests and more work to do

## Action items

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
  - Carry over
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
  - Carry over
- Ben needs to schedule a meeting with Waylon and Redeem on the pull request for UI updates
  - Carry over
- Emil to schedule meeting to discuss Outreachy applications in detail
- Waylon to schedule meeting with Emil to plan first few weeks of Outreachy
- Ben to rename *Outreachy Fall 2022* project to *UI something* after discussion with Redeem and Godswill
- Waylon to upgrade website

Next facilitator: Ben

# March 28, 2023

Facilitator: Emil

Note taker: Caroline

Attendees: Godswill, Redeem, Waylon, Caroline, Emil, Goodness, Wendy, Roseline, Lewis

## Agenda

- Previous Action Items
- Fall/Winter Outreachy appreciation
- Summer Outreachy planning/contribution period
- Roadmap review
- Recurring tasks (maintenance etc.)

## **Previous Action items**

- Waylon and Emil to make more starter issues for Outreachy
  - Waylon did
- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages
  - Carry over
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
  - Carry over

## **Outreachy Update**

- Spring/Summer contribution period has started
  - Working on their proposals/timelines
  - Asked applicants to share a draft in google docs deadline March 29th
    - Folks are sharing
    - Mentors are commenting
  - Deadline for applicants April 3
  - We have to select by April 14
    - Caroline will organize spreadsheet
    - We will make sure to review and rate by the 11th (at the latest)
  - Outreachy announces May 4
  - Discussion about tips on Outreachy project proposals is due April 3.
    - Put contributions on Outreachy page!
    - Post your plan/timeline on Slack so we can provide feedback!
    - Can copy/paste or link to the google doc for timeline and plan
    - Can keep working on issues in the queue
    - Will be evaluated on what is done by deadline, but we appreciate if you keep contributing!
  - The project scope is limited to the repositories listed in project description. <https://www.outreachy.org/outreachy-may-2023-internship-cohort/communities/odk-x/#create-a-github-and-circleci-based-continuous-build>
  - Discussion item: master branch vs. development branch?
    - May need to discuss versioning/how to reference
    - Waylon can share a comment
  - Four outreachy issues:
    - 1, 2, 4 - Redeem checking
      - 1, 4 checked
      - 2 needs fixes often
        - Discussion of feedback and tests
    - 3 Waylon/Caroline checking and merging
- Checking in on new designs with Godswill
  - Sign-in drawer
  - Survey (needs to be implemented in Javascript)
  - Changed to look like material design
  - Changes in pull request, Redeem working on!

## Action items

- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR - also looked into github pages (better, Emil endorses as well)
  - Carry over
- Phebe: figure out Firebase for testing Notify (carry-over on long term)
  - Carry over
- Waylon will write up a paragraph on master v. development branch etc.
- Ben needs to schedule a meeting with Waylon and Redeem on the pull request for UI updates

Caroline will lead on April 11

## March 14, 2023

Facilitator: Caroline

Note taker: Waylon

Attendees: Waylon, Caroline, Love + 3 potential Outreachy interns

### Agenda

- Previous Action Items
- Fall/Winter Outreachy appreciation
- Summer Outreachy planning/contribution period
- Roadmap review
- Recurring tasks (maintenance etc.)

### Action items

- Waylon and Emil to come up with a plan for build system and outreachy
  - Four starter issues have been posted
  - Need more issues
- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR (carry-over)
- Phebe: figure out Firebase for testing Notify (carry-over on long term)

### Outreachy Update

- Fall/Winter is over and continuing on
- Spring/Summer contribution period has started
- Discussion about tips on Outreachy project proposals is due April 3.
- The project scope is limited to the repositories listed in project description.  
<https://www.outreachy.org/outreachy-may-2023-internship-cohort/communities/odk-x/#create-a-github-and-circleci-based-continuous-build>
- 

### **Action items**

- Waylon and Emil to make more starter issues for Outreachy
- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR
- Phebe: figure out Firebase for testing Notify (carry-over on long term)

Emil nominated to lead next meeting

## February 14, 2023

Facilitator: Caroline

Note taker: Waylon

Attendees: Waylon, Caroline , Godswill

### **Agenda**

- Previous Action Items
- Fall/Winter Outreachy



## Previous Action items

- Build system being Outreachy Spring/Summer 2023 will be about the build system
  - Project description will come out next week
  - Waylon and Emil to discuss git naming conventions/branching strategy - carry-over
  - Emil and Waylon to discuss pros and cons of mono repo in relation to pipelines => make a proposal - carry-over
  - Waylon and Emil: setup of build pipeline - (on-going)
- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR (carry-over)

## Outreachy Update

- Decided to participate in Outreachy Spring/Summer 2023
- Project will be about the build system
- Project description will come out next week
- Approved as an org
- Updates
- [https://docs.google.com/presentation/d/1OI7YhG4WPLOWCoQZUrKHLPguHSiDz8RC3m8dNyTGGLo/edit#slide=id.g1d963470ead\\_0\\_5](https://docs.google.com/presentation/d/1OI7YhG4WPLOWCoQZUrKHLPguHSiDz8RC3m8dNyTGGLo/edit#slide=id.g1d963470ead_0_5)

## Action items

- Waylon and Emil to come up with a plan for build system and outreachy
- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR
- Phebe: figure out Firebase for testing Notify (carry-over)

Emil nominated to lead next meeting

# January 31, 2023

Facilitator: Waylon

Note taker: Phebe

Attendees: Waylon, Phebe, Godswill, Redeem

## Agenda

- Previous Action Items

- Fall/Winter Outreachy
- Roadmap review
- Recurring tasks (maintenance etc.)

### **Previous Action items**

- Waylon merges outreachy2022 - Done
  - Created outreachy-2023 off the merged development
- Waylon and Emil to discuss git naming conventions/branching strategy - carry-over
- Emil and Waylon to discuss pros and cons of mono repo in relation to pipelines => make a proposal - carry-over
- Waylon and Emil: setup of build pipeline - (on-going)
- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR
- Phebe: figure out Firebase for testing Notify -carry-over

### **Outreachy Update**

- Updates to style guide:
  - [https://docs.google.com/presentation/d/1OI7YhG4WPLOWCoQZUrKHLPGuHSiDz8RC3m8dNyTGGLo/edit#slide=id.g1d963470ead\\_0\\_5](https://docs.google.com/presentation/d/1OI7YhG4WPLOWCoQZUrKHLPGuHSiDz8RC3m8dNyTGGLo/edit#slide=id.g1d963470ead_0_5)
- Godswill spoke about the expanded color palette
- Waylon is arranging for interns to meet with engineers (Google, Microsoft etc) for Outreachy career week

### **Action items**

- Waylon and Emil to discuss git naming conventions/branching strategy - carry-over
- Emil and Waylon to discuss pros and cons of mono repo in relation to pipelines => make a proposal - carry-over
- Waylon and Emil: setup of build pipeline - (on-going)
- Phebe to create a pull request to the governance-page on the website to add/update members of PMC - Phebe has looked into at and will make a PR

- Phebe: figure out Firebase for testing Notify (carry-over)

Caroline is hosting next meeting - 14th February

## January 10, 2023

Facilitator: Ben

Note taker: Caroline

Attendees: Waylon, Caroline, Ben

### Agenda

- Previous Action Items
- Fall/Winter Outreachy
- Roadmap review
- Recurring tasks (maintenance etc.)

### Previous Action items

- Ben approve 'outreachy2022' branch - Done
  - Changes approved by Ben, Waylon will merge the changes this weekend.
  - Redeem and Godswill currently reviewing where UI updates may be required to align with latest style guide
- Waylon and Emil to discuss git naming conventions/branching strategy - carry over
- Emil and Waylon to discuss pros and cons of mono repo in relation to pipelines => make a proposal (carry-over - holidays)
- Waylon and Emil: setup of build pipeline - (on-going) (carry-over)
- Phebe to create a pull request to the governance-page on the website to add/update members of PMC (carry over)
- Phebe: figure out Firebase for testing Notify (carry-over)

## Update on Outreachy

- Redeem is implementing design work that Godswill did
- Godswill listed, prioritized issues, moving design issues (Project link: <https://github.com/orgs/odk-x/projects/2>)
  - Created a project for work Redeem & Godswill doing
  - List of issues (in consideration), incl. in app + review, interviewing users
  - Set of first priorities moved into design column (7 on the go - in design or in process of development or in test)
  - Includes show/hide details in Services - implemented
  - Work across apps
  - Redesign the buttons
  - Currently Ben/Waylon filtering if any issues need to come back to PMC, otherwise moving forward.
  - Redeem started implementing – how? Not pushed yet, tested, push today.
    - Need separate branch for each change, so it can be reviewed separately
    - Each issue should have its own branch
    - Evaluate changes one at a time (open source + corporations take this approach)
  - Question on design on sync detail show/hide design - supposed to color the main color, blue (oversight)
  - Questions on prioritization?
    - Look @ last style guide
    - Compile individual components
    - Updated set of google slides style guide
  - Caroline can review things asynchronously, just share/tag!

Next meeting: Jan. 31 (moving one week so offset for Caroline). Caroline can then lead.

## Action items

- Waylon merges outreachy2022
- Waylon and Emil to discuss git naming conventions/branching strategy
- Emil and Waylon to discuss pros and cons of mono repo in relation to pipelines => make a proposal
- Waylon and Emil: setup of build pipeline - (on-going)
- Phebe to create a pull request to the governance-page on the website to add/update members of PMC

- Phebe: figure out Firebase for testing Notify

## December 13, 2022

Facilitator: Emil


Note taker: Ben

Attendees: Emil,

### Agenda

- Previous Action Items
- Fall/Winter Outreachy
  - Redesign project update
- Roadmap review
- Recurring tasks (maintenance etc.)


### Previous action items

- Ben approve 'outreachy2022' branch (carry-over)
  -  Screen Designs - GSoC'21@ODK-X
  - <https://github.com/odk-x/services/tree/outreachy-2022>
- Emil and Waylon to discuss pros and cons of mono repo in relation to pipelines => make a proposal (=> carry over)
- Emil: setup of build pipeline - (on-going) (carry-over)
- Ben to schedule a kick-off meeting for Outreachy (not done, no carry over)
- Waylon to add invite for weekly Outreachy meetings (Done)
- Phebe to create a pull request to the governance-page on the website to add/update members of PMC.
  - Experiencing issues with the Ruby env setup
  - There is a known update to move pages off S3, good improvement to expand into an Outreachy project
- Emil to host next meeting

### Fall/Winter Outreachy

Need to create branches for Outreachy projects - Waylon and Emil will follow up

Redeem and Godswill have synced their timelines:

 ODK - X Intern Project Timeline [Redeem x Godswill]

Redeem and Godswill can reach out to PMC members to get feedback from 'expert users' and to potentially get connected to end users.

Summary of issues for review:  Design Issues For ODK-X Services App

Discussed Navigation improvements to the Services, Tables and Survey apps. Should continue this work.

## Roadmap review

...

## Recurring tasks

...

## Action items

- Ben approve 'outreachy2022' branch (carry-over)
- Waylon and Emil to discuss git naming conventions/branching strategy
- Emil and Waylon to discuss pros and cons of mono repo in relation to pipelines => make a proposal (carry-over - holidays)
- Waylon and Emil: setup of build pipeline - (on-going) (carry-over)
- Phebe to create a pull request to the governance-page on the website to add/update members of PMC (carry over)
- Phebe: figure out Firebase for testing Notify (carry-over)

# November 29, 2022

Facilitator: Ben

Note taker: Emil

Attendees: Emil, Waylon, Redeem, Godswill, Rafa, Phebe, Ben

## Agenda

- Previous Action Items

- Fall/Winter Outreachy
- Discuss using a mono-repo
- Roadmap review
- Recurring tasks (maintenance etc.)

## **Previous action items**

- Emil: setup of build pipeline - (on-going)
  - Goal to rebuild main tool build server in December to latest GitHub
  - With Waylon
- Phebe: figure out Firebase for testing Notify (carry-over)
  - Solved .jar file issue, jar has been built and runs on my PC
- Ben approve 'outreachy2022' branch (carry-over)
- Emil: Send email out 3 options to open discussion for when the shift
  - Done - move to earlier slot
- Emil: Look into docker build pipeline
  - Emil and Waylon to discuss pros and cons
- Waylon: Will confirm Ben willing to lead - Done

## **Fall/Winter Outreachy**

Great to have new people working on the project, great design ideas.

Outreachy starting December 4th with weekly meetings.

Important to work together while still ensuring each has individual git commits (proof of work).

Weekly meeting times: Wednesdays, starting next week

Slack channel is still active.

## **Discuss using a mono-repo**

There are pros and cons to merging (some or all of) the projects into a single monolith repository. Needs further analysis - Waylon and Emil to make a proposal. Rafa had experiences from other open-source projects that should also be taken into account.

## **Action items**

- Ben approve 'outreachy2022' branch (carry-over)
- Emil and Waylon to discuss pros and cons of mono repo in relation to pipelines => make a proposal
- Emil: setup of build pipeline - (on-going) (carry-over)
- Ben to schedule a kick-off meeting for Outreachy
- Waylon to add invite for weekly Outreachy meetings
- Phebe to create a pull request to the governance-page on the website to add/update members of PMC.
- Emil to host next meeting

## November 8, 2022

Facilitator: Caroline

Note taker: Waylon

Attendees: Caroline, Emil, Waylon, Redeem, Godswill, Jessiaca

### Agenda

- Previous Action Items
- Fall/Winter Outreachy
- Reschedule Meeting
- Roadmap review
- Recurring tasks (maintenance etc.)

### Previous Action items

- Someone needed to take on Jeff's tasks:
  - forum backups (and continue with the backups download problem)
  - Likely Waylon
- Emil: setup of build pipeline - (on-going)
  - Goal to rebuild main tool build server in December to latest GitHub
  - With Waylon



- Phebe: figure out Firebase for testing Notify (carry-over)
  - Solved .jar file issue, jar has been built and runs on my PC
- Ben approve outreachy2022 branch (carry-over)

## **Fall/Winter Outreachy**

Currently under review and scoring. Have 19 applications to review, unfortunately we can only take 2 interns.

Interns announced on Nov 21st, 2022,

Interns start on Dec 5th, 2022

PMC coordination will be important during this internship

## **Reschedule PMC Meeting**

Emil is going to email out 3 options to open discussion for when the shift

## **Roadmap**

Current focus of the roadmap is on updating User Interface. Services and Sync-endpoint updates are in the pipeline. Everything awaits a new build system in order to roll out. Notify also in pipeline (lower priority) to verify and release.

## **Action items**

- Emil: setup of build pipeline - (on-going)
  - Goal to rebuild main tool build server in December to latest GitHub
  - With Waylon
- Phebe: figure out Firebase for testing Notify (carry-over)
  - Solved .jar file issue, jar has been built and runs on my PC
- Ben approve 'outreachy2022' branch (carry-over)
- Emil: Send email out 3 options to open discussion for when the shift
- Emil: Look into docker build pipeline
- Waylon: Will confirm Ben willing to lead

Next meeting:

Ben: 22 November

# October 25, 2022

Facilitator: Ben

Note taker: Ben

Attendees: Ben, Waylon, Rafael, Redeem, Godswill

## Agenda

- Previous Action Items
- Outreachy Fall/Winter
- Tables permissions PR
- UI Roadmap review
- Recurring tasks (maintenance etc.)

## Previous action items

- Caroline and Waylon to work on Digital Square's latest application. Due Oct. 14. The focus is on Health software and maturity. Ben will add info about World Mosquito from public health perspective. - Not done, not going to do.
- Jeff: Download backups - carry over
  - No link to download backup, no access to the CLI with free service
  - Hopefully new update fixes the issue
- Jeff: Add new card to AWS (carry over)
- Emil: setup of build pipeline - (on-going)
  - Scheduling a meeting is difficult
- Phebe: figure out Firebase for testing Notify (carry over)
  - Solved .jar file issue, jar has been built and runs on my PC
- Ben: start listing little/broken into bits issues for Outreachy contributions - Done
- Ben approve outreachy2022 branch (carry over)

## Action items

- Someone needed to take on Jeff's tasks:
  - forum backups (and continue with the backups download problem)
- Emil: setup of build pipeline - (on-going)

- Phebe: figure out Firebase for testing Notify
  - Solved .jar file issue, jar has been built and runs on my PC
- Ben approve outreachy2022 branch

### **Tables permission PR**

Preferred implementation for the camera permission PR is that permissions are invoked when required

This would require implementing in system/tables/js/odkTables.js

Ben to communicate to Trieu the preferred implementation

### **Waylon feedback on Redeem's PR**

Provide screenshots of different screen sizes for PMC to review and provide feedback on the implementation

### **Outreachy**

Agreed to close Outreachy project to new applicants, pending confirmation from Caroline.

Next meeting:

Caroline: 8 November

## **October 11, 2022**

Facilitator: Waylon

Note taker: Caroline

Attendees: Waylon, Caroline, Rafael, Phebe, Guests: David Joseph, Saheed Abdullahi

### **Agenda**

- Previous Action Items
- Outreachy Fall/Winter
- UI Roadmap review
- Recurring tasks (maintenance etc.)

### **Notes:**

- Outreachy
  - Five applicants on UI last time

- Much more this time
- Questions on how to get started
  - Make sure to check out (to start):
    - Instructions:
      - <https://www.outreachy.org/apply/project-selection/#odk-x>
      - <https://docs.odk-x.org/basics-install/>
      - <https://docs.odk-x.org/survey-sample-app/>
      - <https://www.youtube.com/channel/UCxOZGaf3xUiD85q8qJaw2bQ>
  - Later:
    - <https://developer.android.com/design>
  - Note that Android phone needed to test - OR android studio and emulator (requires decent laptop power)
- We will be adding more issues
- Checking in with Rafael:
  - Got comments from last meeting
  - May be some delays b/c busy, but comments clear
  - Can look at revised versions at future meeting
- Checking in with Phebe:
  - Was out of commission, carrying over, need to check Firebase
- Next meeting will be lead by Ben (early - October 25)
- Next next will be lead by Caroline (later - November 8)

## **Previous Action Items**

- Caroline and Waylon to work on Digital Square's latest application. Due Sept 30th. The focus is on Health software and maturity. Ben will add info about World Mosquito from public health perspective.
  - Carry over.
- Jeff: Download backups - carry over
  - No link to download backup, no access to the CLI with free service
  - Hopefully new update fixes the issue
- Jeff: Add new card to AWS (carry over)
- Emil: setup of build pipeline - (on-going)
  - Scheduling a meeting is difficult

- Phebe: figure out Firebase for testing Notify (carry over)
  - Solved .jar file issue, jar has been built and runs on my PC
- Ben: start listing little/broken into bits issues for Outreachy contributions (carry over)
- Ben: Close old partial issues and create new ones for things that Ben that Khushi didn't do. Close #348 #349. Reopen new. (carry over) - Done
- Caroline: Email Outreachy about having two Outreachy interns
  - Done!
- Ben: Review services UI for small issues - use outreachy2022 branch
- EVERYONE: make issues for Outreachy
- EVERYONE: need help during contribution period

### **Action Items**

- Caroline and Waylon to work on Digital Square's latest application. Due Oct. 14. The focus is on Health software and maturity. Ben will add info about World Mosquito from public health perspective.
- Jeff: Download backups - carry over
  - No link to download backup, no access to the CLI with free service
  - Hopefully new update fixes the issue
- Jeff: Add new card to AWS (carry over)
- Emil: setup of build pipeline - (on-going)
  - Scheduling a meeting is difficult
- Phebe: figure out Firebase for testing Notify (carry over)
  - Solved .jar file issue, jar has been built and runs on my PC
- Ben: start listing little/broken into bits issues for Outreachy contributions (carry over)
- Ben approve outreachy2022 branch

### Next meeting

Ben : 25th October

Caroline: 8th November

## September 27, 2022

Facilitator: Ben

Note taker: Waylon

Attendees: Ben, Caroline, Waylon

## Agenda

- Previous Action Items
- Outreachy application
- UI Roadmap review
- Recurring tasks (maintenance etc.)

### Previous Action items

- Jeff: Download backups - carry over
  - No link to download backup, no access to the CLI with free service
  - Hopefully new update fixes the issue
- Jeff: Add new card to AWS (carry over)
- Emil: setup of build pipeline - (on-going)
  - Scheduling a meeting is difficult
- Phebe: figure out Firebase for testing Notify (carry over)
  - Solved .jar file issue, jar has been built and runs on my PC
- Caroline: signs up org. for Outreachy - DONE
- Ben: starts a google doc for the project and shares it for Outreachy - DONE
- Ben: start listing little/broken into bits issues for Outreachy contributions (carry over)
- Ben: Close old partial issues and create new ones for things that Ben that Khushi didn't do. Close #348 #349. Reopen new. (carry over)

## Outreachy application

- Application has been submitted and three mentors have signed up (Jesse, Ben, Waylon).
- Discussion on getting two interns for a bigger UI project. Caroline will email Outreachy.
  - Likely one will focus on design and other focus on software implementation

## UI Road Map

- Services Login UI

- Branding Samples
- Outreachy Design project Winter 2023

First issues for contributions:

- Navigation consistency
  - <https://github.com/odk-x/tool-suite-X/issues/357>
  - <https://github.com/odk-x/tool-suite-X/issues/358>
  - <https://github.com/odk-x/tool-suite-X/issues/360>
- Identify UI fragments that can be aligned with the style guide
- Break apart the mobile app icon issue into separate issues for Tables, Services, Survey
  - <https://github.com/odk-x/tool-suite-X/issues/362>
  - <https://github.com/odk-x/tool-suite-X/issues/361>
  - <https://github.com/odk-x/tool-suite-X/issues/363>
- Survey forms navigation
  - <https://github.com/odk-x/tool-suite-X/issues/359>
- Set the status bar color (technical)
  - <https://github.com/odk-x/tool-suite-X/issues/366>
  - <https://github.com/odk-x/tool-suite-X/issues/364>
  - <https://github.com/odk-x/tool-suite-X/issues/365>
- Implement dark and light themes (technical)
  - <https://github.com/odk-x/tool-suite-X/issues/367>
  - <https://github.com/odk-x/tool-suite-X/issues/368>
  - <https://github.com/odk-x/tool-suite-X/issues/369>
- ODK-X Survey - implement layout improvements on Form Home Screen (technical)
  - <https://github.com/odk-x/tool-suite-X/issues/370>

Brand

- Align with colours from style guide
- Mix up colours on letters, not restricted to current use
- Not keen on the grey / black
- Try a square version
- Ben to give feedback on the issue
  - Done: <https://github.com/odk-x/tool-suite-X/issues/355>

## **Action Items**

- Caroline and Waylon to work on Digital Square's latest application. Due Sept 30th. The focus is on Health software and maturity. Ben will add info about World Mosquito from public health perspective.
- Jeff: Download backups - carry over
  - No link to download backup, no access to the CLI with free service
  - Hopefully new update fixes the issue
- Jeff: Add new card to AWS (carry over)
- Emil: setup of build pipeline - (on-going)
  - Scheduling a meeting is difficult
- Phebe: figure out Firebase for testing Notify (carry over)
  - Solved .jar file issue, jar has been built and runs on my PC
- Ben: start listing little/broken into bits issues for Outreachy contributions (carry over)
- Ben: Close old partial issues and create new ones for things that Ben that Khushi didn't do. Close #348 #349. Reopen new. (carry over) - Done
- Caroline: Email Outreachy about having two Outreachy interns
- Ben: Review services UI for small issues - use outreachy2022 branch
- EVERYONE: make issues for Outreachy
- EVERYONE: need help during contribution period

#### Next meeting

Waylon: 11th October

Ben : 25th October

## August 30, 2022

Facilitator: Ben

Note taker: Caroline

Attendees: Ben, Caroline, Rafa, Phebe, Waylon, Jesse

#### Agenda

- Previous Action Items
- Outreachy wrap-up and next application
- Roadmap review
- Recurring tasks (maintenance etc.)



## Discussion

- Are we in agreement to be in Zoom not Skype? Yes. Beware user error - one link.
  - Waylon is making calendars. Ben is adding zooms. Ben will delete old calendar
  - Then can copy from calendar to Forum.
- Rafa checking in with volunteers tonight.
- Outreachy!
  - Lots of good progress
  - Design changes pending PR (Khushi)
- Next Outreachy?
  - Yes!
  - Ben has bandwidth to be a lead mentor – design.
  - Sign up as an org. By September 9.
  - Post our projects and mentors decided by September 23.
    - Ben suggests template focus
    - Probably one project, need more co-mentor bandwidth to add second.
  - Would we want multiple meetings? Probably still.
- Roadmap
  - Big project – moving to Github build infrastructure
- Start generating Outreachy issues for contribution period.
  - Ben should learn about themes.
- Next meeting: Phebe 13th, Caroline 27th.

## Action items

- Jeff: Download backups - carry over
  - No link to download backup, no access to the CLI with free service
  - Hopefully new update fixes the issue
- Jeff: Add new card to AWS (carry over)
- Emil: setup of build pipeline - (on-going)
  - Jeff, Waylon and Emil to set up meeting to circle back
- Phebe: figure out Firebase for testing Notify
  - Solved .jar file issue, jar has been built and runs on my PC
- Caroline: signs up org. for Outreachy
- Ben: starts a google doc for the project and shares it for Outreachy
- Ben: start listing little/broken into bits issues for Outreachy contributions
- Ben: Close old partial issues and create new ones for things that Ben that Khushi didn't do. Close #348 #349. Reopen new.

## Previous action items

- Li: Will work on grunt template for tables.
  - <https://github.com/odk-x/tool-suite-X/issues/173> - already in queue so don't

carry over - unassigning Li.

- Li: Android build infrastructure .
  - Team will do as part of ongoing build refresh
- Li: Investigate pause of the message (he knew the right word for it).
  - Show/hide option underway.
  - <https://github.com/odk-x/tool-suite-X/issues/328> - already exists.
  - Possibly move these issues off Li onto roadmap/issue queue. Check issue queue.
  -
- Waylon: needs to investigate certbot monthly renewal (No issue - Fixed itself: closed)
- Jeff: Download backups - carry over
  - No link to download backup, no access to the CLI with free service
  - Hopefully new update fixes the issue
- Jeff: Add new card to AWS (carry over)
- Emil: setup of build pipeline - (on-going)
  - Jeff, Waylon and Emil to set up meeting to circle back
- Ben: Ben to review <https://github.com/odk-x/services/pull/235> - carry over
  - Give feedback for Improved Sign-in flow
  - Review <https://github.com/odk-x/services/pull/235>
    - Carry over - Ben needs to figure out how to preview the PR (download user branch from their forked repo)
    - Merged! Will be part of next release
- Phebe: figure out Firebase for testing Notify
  - Solved .jar file issue, jar has been built and runs on my PC
- Ben: Figure out how to move PMC meeting from ~~Slack~~ Skype

## August 16, 2022

Facilitator: Ben

Note taker: Phebe

Attendees: Love, Emil, Phebe, Waylon

### Agenda

- Previous action items
- Outreachy update
- Roadmap review(?)

## Action items

- Li: Will work on grunt template for tables.
- Li: Android build infrastructure .
- Li: Investigate pause of the message (he knew the right word for it).
- Waylon: needs to investigate certbot monthly renewal (No issue - Fixed itself: closed)
- Jeff: Download backups - carry over
  - No link to download backup, no access to the CLI with free service
  - Hopefully new update fixes the issue
- Jeff: Add new card to AWS (carry over)
- Emil: setup of build pipeline - (on-going)
  - Jeff, Waylon and Emil to set up meeting to circle back
- Ben: Ben to review <https://github.com/odk-x/services/pull/235> - carry over
  - Give feedback for Improved Sign-in flow
  - Review <https://github.com/odk-x/services/pull/235>
    - Carry over - Ben needs to figure out how to preview the PR (download user branch from their forked repo)
- Phebe: figure out Firebase for testing Notify
  - Solved .jar file issue, jar has been built and runs on my PC
- Ben: Figure out how to move PMC meeting from Slack Skype

## Outreachy Update

Jesse: Worked on 5 issues, are currently in review. Worked on updating status script

Issues: error reporting, support multiple lang, automated testing, type checks

Sanyu: Writing android tests for the services app.

## Next meeting

Ben :30th August

Phebe: 13th September

# July 19, 2022

Facilitator: Jeff

Note taker: Jeff

Attendees: Jeff, Waylon, Phebe

## Agenda:

- Previous action items
- 

## Action items

- Li: Will work on grunt template for tables.
- Li: Android build infrastructure .
- Li: Investigate pause of the message (he knew the right word for it).
- Waylon: needs to investigate certbot monthly renewal - carry over
- Jeff: Download backups - carry over
  - There might be a permissions issue, so Jeff wants to pair with Waylon to see if there's super admin or something that has access. Jeff can create a backup but not download it.
- Jeff: Add new card to AWS
- Emil: setup of build pipeline - carry over
- Waylon: Follow up on Emil's emails about build pipeline questions
- Ben: Ben to review <https://github.com/odk-x/services/pull/235> - carry over
  - Give feedback for Improved Sign-in flow
  - Review <https://github.com/odk-x/services/pull/235>
    - Carry over - Ben needs to figure out how to preview the PR (download user branch from their forked repo)
- Ben: Will let Rafael know two issues are posted for volunteers to work on
  - Done
- Phebe: figure out Firebase for testing Notify
  - Problems with .jar file starting on laptop

## Build Servers

- Needs to be updated as the old UW servers are shutting down and that will block anyone's builds
- Jeff and Waylon have some time set up but we need others to help as well

# July 5, 2022

Facilitator: Phebe

Note taker: Ben

Attendees: Ben, Jesse, Waylon, Phebe

## Agenda:

- Previous action items
- Outreachy update
- UI Uplift - design ideas discussion (Khushi)
- Roadmap (?)

## Action items

- Li: Will work on grunt template for tables.
- Li: Android build infrastructure .
- Li: Investigate pause of the message (he knew the right word for it).
- Waylon: needs to investigate certbot monthly renewal - carry over
- Jeff: Download backups - carry over
- Emil: setup of build pipeline - carry over
- Waylon: Follow up on Emil's emails about build pipeline questions
- Ben: Ben to review <https://github.com/odk-x/services/pull/235> - carry over
  - Give feedback for Improved Sign-in flow
  - Review <https://github.com/odk-x/services/pull/235>
    - Carry over - Ben needs to figure out how to preview the PR (download user branch from their forked repo)
- Ben: Will let Rafael know two issues are posted for volunteers to work on
  - Done
- Phebe: figure out Firebase for testing Notify
  - Problems with .jar file starting on laptop

## Outreachy update

Week five, weekly meetings progressing

Third blog posts up this week - explaining the project

## UI Uplift

Khushi gave an overview of the UI uplift ideas

[https://docs.google.com/document/d/1L\\_1wvzbz1kOTWt1X-J-pFWKS\\_9nEyWbtBpUJVgjQ\\_MnI/edit](https://docs.google.com/document/d/1L_1wvzbz1kOTWt1X-J-pFWKS_9nEyWbtBpUJVgjQ_MnI/edit)

### Feedback:

Material icons look good!

Adding labels to icons will present problems for small screens

Beware of designing un-implementable designs

Some UI elements will be changeable through Android Studio, some through the web

Next steps:

- Demo some mockups in this week's meeting

**Next meeting:**

- Late - Jeff on 19 July
- Early - Ben on 2 August

## June 7, 2022

Facilitator: Ben

Note taker: Caroline

Attendees: Ben, Caroline, Phebe, Waylon

**Agenda:**

- Previous action items
- Outreachy update
- UI Uplift Survey
- Roadmap (?)

**Previous action items**

- Li: Will work on grunt template for tables.
- Li: Android build infrastructure .
- Li: Investigate pause of the message (he knew the right word for it).
- Emil: Email Waylon details on the certbot problem with update - carry over
  - Email done and discussion ensued
  - Certbot works with start-up script
  - Need to check renewal
- Jeff: Download backups - carry over
- Emil: setup of build pipeline - carry over
  - Progress! Emails!
- Li: Maintenance on demo servers - carry over
- Ben: Ben to review <https://github.com/odk-x/services/pull/235> - carry over

- Give feedback for Improved Sign-in flow
- Review <https://github.com/odk-x/services/pull/235>
  - Carry over - Ben needs to figure out how to preview the PR (download user branch from their forked repo)
- Ben: Post design tasks for volunteers - carry over
  - <https://github.com/odk-x/tool-suite-X/issues/356>
  - <https://github.com/odk-x/tool-suite-X/issues/355>
  - Posted fresh issues!!! Logo, mobile app icons
- Phebe: figure out Firebase for testing Notify

## Outreachy

- Started!
- Caroline is promoting
- Waylon will do Wed. meeting this week with UI/Ben/Khushi; Caroline can be backup as needed
- First feedback submitted except Waylon

## UI uplift survey

Khushi has created a survey to collect feedback on the experience of the mobile apps:

<https://docs.google.com/forms/d/e/1FAIpQLSd49GicAICBGoJolPerkRD7sNSeyWlut1QlwdzO0kYR0I1cxg/viewform>

Is there further feedback before she posts to the forum?

Comments:

- What is an "admin"? - not necessarily clear
- Question on surprising/did not perform – likely to get bugs, not UI responses
- Confusing in surprising/did not perform and similar app questions – does not need yes/no (because details in other) could be just text box
- No question should be mandatory
- Email - if you chose yes above unclear (multiple questions above) - maybe "if willing to be contacted"
- Maybe ask for suggested improvements to UI

Shared back with Khushi!

## Action items

- Li: Will work on grunt template for tables.

- Li: Android build infrastructure .
- Li: Investigate pause of the message (he knew the right word for it).
- Waylon: needs to investigate certbot monthly renewal
- Jeff: Download backups - carry over
- Emil: setup of build pipeline - carry over
- Waylon: Follow up on Emil's emails about build pipeline questions
- Ben: Ben to review <https://github.com/odk-x/services/pull/235> - carry over
  - Give feedback for Improved Sign-in flow
  - Review <https://github.com/odk-x/services/pull/235>
    - Carry over - Ben needs to figure out how to preview the PR (download user branch from their forked repo)
- Ben: Will let Rafael know two issues are posted for volunteers to work on
- Phebe: figure out Firebase for testing Notify

Next time June 21 Jeff is leading, time after July 5 Phebe is leading b/c Caroline is in a dissemination event and will be guilted into a future turn.

## May 24, 2022

Facilitator: Waylon

Note taker: Jeff

Attendees: Waylon, Caroline, Jeff

Agenda:

- Previous action items
- Outreachy update

### Action Item

- Li: Will work on grunt template for tables.
- Li: Android build infrastructure .
- Li: Investigate pause of the message (he knew the right word for it).
- Emil: Email Waylon details on the certbot problem with update - carry over
  - Email done and discussion ensued
  - Certbot works with start-up script
  - Need to check renewal
- Jeff: Download backups - carry over
- Emil: setup of build pipeline - carry over
- Li: Maintenance on demo servers - carry over



- Ben: Ben to review <https://github.com/odk-x/services/pull/235> - carry over
  - Give feedback for Improved Sign-in flow
  - Review <https://github.com/odk-x/services/pull/235>
    - Carry over - Ben needs to figure out how to preview the PR (download user branch from their forked repo)
- Ben: Post design tasks for volunteers - carry over
  - <https://github.com/odk-x/tool-suite-X/issues/356>
  - <https://github.com/odk-x/tool-suite-X/issues/355>
- Phebe: figure out Firebase for testing Notify

## Outreachy update

- Have heard from everyone on meeting timings
- Proposed team time: 4:00pm UTC
- Sending an email to propose this time and find a day
- Starts May 30th
- Primaries: Ben, Waylon, Matt. Should set up an email chain to find the other time

## May 10, 2022

Facilitator: Phebe

Note taker: Ben

Attendees: Waylon, Phebe, Caroline, Ben

### Agenda:

- Previous action items
- Outreachy update

### Action Item

- Li: Will work on grunt template for tables.
- Li: Android build infrastructure .
- Li: Investigate pause of the message (he knew the right word for it).
- Emil: Email Waylon details on the certbot problem with update - carry over
  - Email done and discussion ensued
  - Certbot works with start-up script
  - Need to check renewal
- Jeff: Download backups - carry over

- Emil: setup of build pipeline - carry over
- Li: Maintenance on demo servers - carry over
- Caroline: Find out how many interns are funded for, email feedback to the team - carry over
  - Progress - we know we have 2 or 3
  - Announcement is May 20
- Ben: Ben to review <https://github.com/odk-x/services/pull/235> - carry over
  - Give feedback for Improved Sign-in flow
  - Review <https://github.com/odk-x/services/pull/235>
    - Carry over - Ben needs to figure out how to preview the PR (download user branch from their forked repo)
- Ben: Post design tasks for volunteers - carry over
- Phebe: figure out Firebase for testing Notify

## Outreachy update

Ranking of applicants complete

Find out if 2 or 3 funded positions on 20 May

Projects start 30 May

Meeting structure:

- 2 meetings per week
- Group meeting, 5 minute update from projects, demo to peers, address common problems. Every odd meeting is an Outreachy specified discussion topic, facilitated by mentors
- One on one half hour meetings, participants with 1-2 mentors
- Need to coordinate the meetings between 20 and 30 May. Waylon will send out Zoom links

Feedback and support for mentees

- Asynchronous feedback in Google slides etc
- Through Outreachy meetings
- Post to forums for extended PMC and community feedback
- 1-2 showcases to full PMC meeting

## Roadmap review

Moved [Create an Easy to Install Tables Demo App](#) from In Progress to Spec approved. Next steps is to move to Play Store, but there are dependencies to resolve first, such as the build pipeline

Moved [Document Notify](#) from In Progress to In Test

## Organisation roadmap review

No changes

## Doc Roadmap Review

Some changes, missed details!

## Next meetings

Waylon is late meeting (May 24) Ben is early meeting (June 7)

May be able to discuss Outreachy if an announcement has been made.

# April 26, 2022

Facilitator: Caroline

Note taker: Waylon

Attendees: Waylon, Rafa, Emil, Phebe, Caroline

## Previous Action Item

- Li: Will work on grunt template for tables. (carry over to next meeting)
- Li: Android build infrastructure . (carry over to next meeting)
- Li: Investigate pause of the message (he knew the right word for it). (carry over to next meeting)
- Emil: Email Waylon details on the certbot problem with update
  - Email done and discussion ensued
  - Certbot works with start-up script
  - Need to check renewal
- Jeff: Download backups (carry over to next meeting)
- Emil: Guilted on setup of something about the servers(carry over to next meeting)
- Li: Maintenance on demo servers
- Caroline: Find out how many interns are funded for, email feedback to the team.
- Ben: Ben to review <https://github.com/odk-x/services/pull/235> (carry over to next meeting)

- Give feedback for Improved Sign-in flow
- Review <https://github.com/odk-x/services/pull/235>

## Outreachy Update

- Contribution phase is completed.
- Mentors are scoring the applications and as per usual the PMC is invited to participate in scoring applications.
- Waiting to hear how many funded interns we are getting.

## Roadmap review

- Software roadmap: <https://github.com/odk-x/tool-suite-X/projects/1>
  - Ben to review <https://github.com/odk-x/services/pull/235>
  - Give feedback for Improved Sign-in flow
- Org. roadmap: <https://github.com/odk-x/tool-suite-X/projects/2>

## Action Item

- Li: Will work on grunt template for tables.
- Li: Android build infrastructure .
- Li: Investigate pause of the message (he knew the right word for it).
- Emil: Email Waylon details on the certbot problem with update
  - Email done and discussion ensued
  - Certbot works with start-up script
  - Need to check renewal
- Jeff: Download backups
- Emil: Guilted on setup of something about the servers
- Li: Maintenance on demo servers
- Caroline: Find out how many interns are funded for, email feedback to the team.
- Ben: Ben to review <https://github.com/odk-x/services/pull/235>
  - Give feedback for Improved Sign-in flow
  - Review <https://github.com/odk-x/services/pull/235>
- Ben: Post design tasks for volunteers

Waylon is late meeting (May 24) Phebe is early meeting May 10 (next one)

## April 12, 2022

Facilitator: Ben

Note taker: Phebe

Attendees: Waylon, Ben, Phebe, Caroline (+Outreachy guests)

### Agenda

- Previous Action Items
- Outreachy!
  - Currently in the contribution phase, intern applications are due 22nd April. Selected interns should be submitted by May 4th.
  - Find out how many interns are funded for.
  - Contributions are going well, a bit average from last internship due to the fact that there is no GSoC this year.
  - Applicants are encouraged to post their proposals earlier to review and get feedback. Early proposal applications are very welcome!!!!!!
  - Criteria for proposal review are on Slack.
  - UI Upliftment issues don't cover the scope of the project, the scope is broader. Proposals should address in high level terms the parts to be worked on - Accessibility, navigation etc.
- Roadmap review
  - Org. roadmap: <https://github.com/odk-x/tool-suite-X/projects/2>  
■
  - Software roadmap: <https://github.com/odk-x/tool-suite-X/projects/1>

- Ben to review <https://github.com/odk-x/services/pull/235>
  - Give feedback for Improved Sign-in flow
- New release (This Summer!!! - [Maybe]) - Needs to be discussed.
  - Add issue to issue queue and roadmap
  - Ben suggested that after Outreachy, add Scope of next release to agenda items.
  - We currently have a shortage of developer resources
- Recurring tasks (maintenance etc.)

#### Previous Action items

- Li: Will work on grunt template for tables (carry).
- Li: Android build infrastructure (carry).
- Li: Investigate pause of the message (he knew the right word for it) (carry).
- Phebe to test Notify (in progress) - schedule call with Waylon
- Ben: Create high level UX/UI tasks for future Outreachy
  - Some more issues are needed (continuing)
- Ben met with Rafael, Ben to follow-up with project ideas
  - Done!
- Caroline: Split video issues. -Done!
- Jeff: Download backups (carry)
- Emil: Guilted on setup of something about the servers (carry)
- Li: Maintenance on demo servers (carry)
- Waylon: Docs and website maintenance (possibly hold until after Outreachy)

#### Action Item

- Li: Will work on grunt template for tables.
- Li: Android build infrastructure .
- Li: Investigate pause of the message (he knew the right word for it).
- Emil: Email Waylon details on the certbot problem with update
- Jeff: Download backups
- Emil: Guilted on setup of something about the servers
- Li: Maintenance on demo servers
- Caroline: Find out how many interns are funded for, email feedback to the team.

Caroline is next meeting 26/04 (late) Phebe is meeting after 10/05 (early)

# March 29, 2022

Facilitator: Phebe

Note taker: Caroline

Attendees: Waylon, Jeff, Phebe, Love (+Outreachy guests)

## Agenda

- Previous Action Items
- Outreachy!
  - We don't expect you to complete the whole project during the initial contribution period! It's great to show you can do the general skills, but doesn't have to be the exact issue for matching the project.
  - From @Esther-Phebe -- reading the documentation is very important! Check out Github, try to use the tools, what you are working with. Ppl sometimes forget to record their contributions, don't forget that!
  - Note the mentors are in different time zones, so may need to be a bit patient, we will get to you!
  - Remember to have fun!
  - From @Love - can start with good first issue, help get familiar with the project, can progress more difficult tasks. Don't have to do issues only related to your project. Assist on another – great to help! Ask questions! Always ask questions! Mentors and fellow contributors reply. Record contributions, when PR merged! Don't forget any!
  - From @Esther-Phebe start proposals as early as possible! Can get feedback (like on a google doc) if share early on!
  - Jeff: Help e/o, start drafts early, work with team to refine!
  - Alice: New to open source. Install all the apps? Tried working on one issue – correcting a few typos, steps not working?
    - Don't need all apps, depends on which using
    - Tags point to tool
    - Can also notice an issue and create an issue! We encourage you to create issues if you see things that need to be fixed.
    - ReadMe is important.
    - Better to do the longer way than just hit edit on Github, but still in Sphinx format.

- Chiehiura: Tried installing some apps (some going together). Product designer looking at them together. Are we working on four mobile apps? Or one and test? Audit?
  - Don't worry about Notify (not launched yet)
- Roadmap review
  - Org. roadmap: <https://github.com/odk-x/tool-suite-X/projects/2>
    - Reminder to Jeff: Download
    - Guilt to Emil: Gradle? Maven? Jeff says gradle documentation hard. Maven not changing as much.
      - Maven is declarative
      - Gradle more recipe (but more like programming language)
  - Software roadmap
    - Started on Android file permissions, not done
    - Usability is part of Outreachy
      - All 3 support this of the projects
    - Always working on onboarding
    - In progress
      - Some stuck on Waylon, PR in review, move to in test
      - Redo build (Emil guilt)
      - Easy Tables – done
      - Document SSL – automated great but should be documented how to do it if you aren't using Let's Encrypt and certbot
        - Certbot failed with update 3 days ago
        - Versioning with Docker issues?
      - Suitcase saves credential but not password, OK
- Recurring tasks (maintenance etc.)
  - Various guilted...
  - Emil asked should we clean up branches on Github?
    - Esp. app designer branches are for different
    - Some GSOC 2021 branches are unmerged awaiting testing
    - Probably some that can go away? Add to maintenance

#### Previous Action items

- Li: Will work on grunt template for tables (carry).
- Li: Android build infrastructure (carry).
- Li: Investigate pause of the message (he knew the right word for it) (carry).
- Jeff to coordinate with Albert to test Notify - need to reassign
  - Waiting for someone to reassign to. Phebe? Phebe!
- Ben: Create high level UX/UI tasks for future Outreachy
  - Some (in progress) Need smaller



- Ben met with Rafael, Ben to follow-up with project ideas
  - Ben to investigate Android Studio.
  - Meeting happened!
- Start creating starter issues for Outreachy
- Carloline to prod people into writing Outreachy projects up formally
  - Waylon will write the testing one.
  - Love will help Waylon with the testing one
  - DONE!!!!

#### Action items

- Li: Will work on grunt template for tables.
- Li: Android build infrastructure .
- Li: Investigate pause of the message (he knew the right word for it).
- Phebe to test Notify - need to reassign
- Ben: Need more smaller UX/UI tasks
- Ben met with Rafael, Ben to follow-up with project ideas
  - Ben to investigate Android Studio.
- Caroline: Split video issues.
- Jeff: Download backups
- Emil: Guilted on setup of something about the servers
- Li: Maintenance on demo servers
- Waylon: Docs and website maintenance (possibly hold until after Outreachy)
- Emil: Email Waylon details on the certbot problem with update

Ben is next meeting (early) Caroline is meeting after (not early)

## March 1, 2022

Facilitator: Waylon

Note taker: Jeff

Attendees: Waylon, Jeff, Phebe, Love

## Agenda

- Previous Action Items
- Current Outreachy Updates (Fall/Winter)
- Spring/Summer Outreachy Planning
- Design Document Discussion
- Roadmap review
- Recurring tasks (maintenance etc.)

## Previous Action items

- Li: Will work on grunt template for tables.
- Li: Android build infrastructure.
- Li: Investigate pause of the message (he knew the right word for it).
  - Li not present
- Jeff to coordinate with Albert to test Notify - Need to reassign
  - Waiting to have someone to do this. Phebe?
- Ben: Create high level UX/UI tasks for future Outreachy/GSoC
- Ben met with Rafael, Ben to follow-up with project ideas
  - Ben to investigate Android Studio.
  - Ben not present
- Caroline to meditate on mentoring/projects
- Caroline to fill out initial organization paperwork for Outreachy Summer 2022
- Start creating starter issues for GSoC & Outreachy

## Follow-up on email votes

Last meeting Waylon nominated Phebe to be a PMC member. Vote was 6 Yes, 0 No, 1 Absent

## Design Doc

Goals: Refresh UI across ODK-X

- Logo
- App headers
- Mobile App Icons
- Suitcase app icon (may not be possible?)

Everyone in the meeting approves of the designs

Next steps: Ben and Rafael run with it

## Outreachy

- We have Matt and Ben confirmed as lead mentors
- Caroline can be a back up, but not lead.
- Phebe: will not be able to mentor for this coming Outreachy internship, but can for the following one
- Love: Is available to mentor generally
- Projects
  - Improve SyncEndpoint
  - Improve UI
  - Writing new tests
  - Turn leaflet into ODK-X data management app?
    - Would need Jeff or Shey or someone who is strong in javascript/web programming. So for both Jeff and Shey are a no for mentorship
- Caroline to prod people to write them up into outreachy style

## Outreachy Starter Issues

- Need to get issues ready for Outreachy
- Waylon proposal: Have tags for warm up tasks vs project specific starter tasks.

## GSoC

- Not doing it this year. Missed the application window after DIAL didn't end up joining this year.
- Prepping application to be ready for next year.

## Action items

- Li: Will work on grunt template for tables.
- Li: Android build infrastructure .
- Li: Investigate pause of the message (he knew the right word for it).
- Jeff to coordinate with Albert to test Notify - need to reassign
  - Waiting for someone to reassign to. Phebe?
- Ben: Create high level UX/UI tasks for future Outreachy
- Ben met with Rafael, Ben to follow-up with project ideas
  - Ben to investigate Android Studio.
- Start creating starter issues for Outreachy
- Carloline to prod people into writing Outreachy projects up formally
  - Waylon will write the testing one.
  - Love will help Waylon with the testing one

# February 15, 2022

Facilitator: Ben

Note taker: Waylon

Attendees: Phebe, Ben, Waylon

## Agenda

- Previous Action Items
- Fall/Winter Outreachy
- Upcoming Outreachy/GSoC
- Roadmap review
- Recurring tasks (maintenance etc.)

## Previous action items

- Li: Will work on grunt template for tables. - carry to next meeting
- Li: Android build infrastructure . - carry to next meeting
- Ben: Will get up to date with interface now, raise issues on sync progress. - carry to next meeting
  - <https://github.com/odk-x/tool-suite-X/issues/332>
  - <https://github.com/odk-x/tool-suite-X/issues/331>
- Li: Investigate pause of the message (he knew the right word for it). - carry to next meeting - carry to next meeting
- Ben starting to summarize UI design document with colors, font, etc. to use for UIs - moving to recurring tasks
- Jeff to coordinate with Albert to test Notify - carry to next meeting
- Jeff to update all accounts with the new phone number (check one-password to see list of accounts) (everybody agrees it makes sense) – discussed in meetings and considered done
- Emil to set-up a PoC of java projects that references jar files/maven artifacts with different versions numbers for different branches, and different build configurations (e.g. with/without debug symbols) in github.
  - Setting up a meeting! Emil investigating.
  - In progress
- Ben to email Rafael about meeting with UI person. His email is in the meeting invites now.

- Ben met with Rafael, Ben to follow-up with project ideas
  - Ben to investigate Android Studio.
- Ben to meditate on mentoring - Ben is interested
- Caroline to meditate on mentoring/projects - carry to next meeting
- Phebe likewise :)
- Caroline to fill out initial organization paperwork for Outreachy Summer 2022 -carry to next meeting
- Jeff to contact Micheal Downey about DIAL being parent GSoC - Done
- Start creating starter issues for GSoC & Outreachy

Outreachy discussion and updates on the three projects.

Waylon nominates Phebe to be a PMC member (will send an email vote)..

## Action items

- Li: Will work on grunt template for tables.
- Li: Android build infrastructure .
- Li: Investigate pause of the message (he knew the right word for it).
- Jeff to coordinate with Albert to test Notify - need to reassign
- Ben: Create high level UX/UI tasks for future Outreachy/GSoC
- Ben met with Rafael, Ben to follow-up with project ideas
  - Ben to investigate Android Studio.
- Caroline to meditate on mentoring/projects - carry to next meeting
- Caroline to fill out initial organization paperwork for Outreachy Summer 2022
- Start creating starter issues for GSoC & Outreachy

Ben will facilitate the next early meeting (March 15st).

## February 1, 2022

Facilitator: Jeff

Note taker: Waylon

Attendees: Caroline, Jeff, Waylon (+Phebe)

## Agenda

Fall/Winter Outreachy

- Feedback #3 submitted but still a month more to go on the projects

Summer Outreachy / GSOC

- Mentor participation list still TBD

- We think we can do at least 1 intern for each
- Action Item: Jeff to reach out to past GSoC mentors and students to see who might want to mentor
- Project ideas
  - New Tests (Outreachy)
  - Documentation (Outreachy)
  - Ben leading a UX project? (GSoC)
  - Possibly implement new map in Tables (GSoC)

#### **Review of Action items:**

- Li: Will work on grunt template for tables - carry to next meeting
- Li: Android build infrastructure - carry to next meeting
- Ben: Will get up to date with the new interface, raise issues on sync progress. - carry to next meeting
- Li: Investigate pause of the message (he knew the right word for it). - carry to next meeting
- Ben starting to summarize UI design document with colors, font, etc. to use for UIs - carry to next meeting .
- Jeff to coordinate with Albert to test Notify - carry to next meeting
- Jeff to update all accounts with the new phone number (check one-password to see list of accounts) (everybody agrees it makes sense) - carry to next meeting
- Emil to set-up a PoC of java projects that references jar files/maven artifacts with different versions numbers for different branches, and different build configurations (e.g. with/without debug symbols) in github.
  - Setting up a meeting! Emil investigating.
  - Carry to next meeting
- Ben to email Rafael about meeting with UI person. His email is in the meeting invites now.
  - Also to investigate Android studios.
  - Carry to next meeting
- Ben to meditate on mentoring - continuing
- Caroline to meditate on mentoring/projects - continuing
- Phebe likewise :) - continuing
- Caroline will plaster messages re: GSoC and Outreachy on Slack etc. - Done

#### **Action items:**

- Li: Will work on grunt template for tables
- Li: Android build infrastructure
- Ben: Will get up to date with interface now, raise issues on sync progress. - carry to next meeting
- Li: Investigate pause of the message (he knew the right word for it). - carry to next meeting

- Ben starting to summarize UI design document with colors, font, etc. to use for UIs - carry to next meeting .
- Jeff to coordinate with Albert to test Notify
- Jeff to update all accounts with the new phone number (check one-password to see list of accounts) (everybody agrees it makes sense)
- Emil to set-up a PoC of java projects that references jar files/maven artifacts with different versions numbers for different branches, and different build configurations (e.g. with/without debug symbols) in github.
  - Setting up a meeting! Emil investigating.
- Ben to email Rafael about meeting with UI person. His email is in the meeting invites now.
  - Also to investigate Android studios.
- Ben to meditate on mentoring
- Caroline to meditate on mentoring/projects
- Phebe likewise :)
- Caroline to fill out initial organization paperwork for Outreachy Summer 2022
- Jeff to contact Micheal Downey about DIAL being parent GSoC.
- Start creating starter issues for GSoC & Outreachy

## January 18, 2022


Facilitator: Ben

Note taker: Caroline

Attendees: Caroline, Ben, Waylon, Raquel, (+Phebe)

### Agenda

#### Action Items

- Li: Will work on grunt template for tables
  - No updates
- Li: Android build infrastructure
  - Waylon meeting with Emil this/next week working on it not done.
- Ben to check and make some recommendations for improvements to sync progress bar
  -  Sync progress improvements
  - Three issues: Brand colors to existing dialogue. Slide 1: Blue! Removed information icon/redundant. Otherwise application of color.
  - Hide details: Switch from progress to horizontal line progress bar. Hide show details hiding full horizontal pane

- One assumption on last pane – make smaller when hide or keep same height all the time? Kept same for simplicity? Could be an implementation detail.
- Waylon not strong preference but likes grow shrink
- Caroline generally pro.
- May have already been fixed GSoC bar? Released in October/December/Jan. Releases
- Ben needs to get up to date
- Third change discussed/with Li to investigate
- Ben starting to summarize UI design document with colors, font, etc. to use for UIs.
- Jeff to coordinate with Albert to test Notify
- Jeff to update all accounts with the new phone number (check one-password to see list of accounts) (everybody agrees it makes sense)
- Emil to set-up a PoC of java projects that references jar files/maven artifacts with different versions numbers for different branches, and different build configurations (e.g. with/without debug symbols) in github.
  - Setting up a meeting! Emil investigating.
- Ben to update Twitter phone number
  - Ben has updated Twitter to Ben's new number
- Waylon to meet with Rafael, Ben, Rafael's UI person
  - Waylon has not done intros. UI person interested to do some work.

#### Fall/Winter Outreachy

- Progressing on docs - sync endpoint updates
- Shey (Leaflet & osmdroid) and Love (Android testing) making progress
- Waylon not @ meeting we will tell Love reviewed PR requested changes
- Ben/Caroline/Phebe maybe

#### Summer Outreachy / GSOC

- Feb 25 deadline <https://www.outreachy.org/communities/cfp/>
- GSoC?
  - <https://opensource.googleblog.com/2021/11/expanding-google-summer-of-code-in-2022.html>
- Need to ID mentors: Waylon is a yes. Ben interested (should sanity check on time)
- GSoC past participants

#### Roadmap review

- <https://github.com/odk-x/tool-suite-X/projects/1>
- Some items ready(-ish) for release
- Check out “needs review” issues
  - Set a default view in settings – updated to needs investigation
  - File paths to list views → low priority, possible bundle.
    - Long complicated discussion about files



Android studio templates – Ben could do and then others write code??

Recurring tasks (maintenance etc.)

Next meeting:

Facilitator:

Action items for next time:

- Li: Will work on grunt template for tables
- Li: Android build infrastructure
- Ben: Will get up to date with interface now, raise issues on sync progress.
- Li: Investigate pause of the message (he knew the right word for it).
- Ben starting to summarize UI design document with colors, font, etc. to use for UIs.
- Jeff to coordinate with Albert to test Notify
- Jeff to update all accounts with the new phone number (check one-password to see list of accounts) (everybody agrees it makes sense)
- Emil to set-up a PoC of java projects that references jar files/maven artifacts with different versions numbers for different branches, and different build configurations (e.g. with/without debug symbols) in github.
  - Setting up a meeting! Emil investigating.
- Ben to email Rafael about meeting with UI person. His email is in the meeting invites now.
  - Also to investigate Android studios.
- Ben to meditate on mentoring
- Caroline to meditate on mentoring/projects
- Phebe likewise :)
- Caroline will plaster messages re: GSoC and Outreachy on Slack etc.

Facilitator next: Feb. 1 Jeff,  
Feb. 15 Ben

## January 4, 2022

Facilitator: Emil

Note taker: Jeff

Attendees: Waylon, Phebe, Emil, Caroline, Jeff,

## Agenda

- Previous Action Items
  - Li: Will work on grunt template for tables
  - Li: Android build infrastructure
  - Ben to check and make some recommendations for improvements to sync progress bar
  - Ben starting to summarize UI design document with colors, font, etc. to use for UIs.
  - Jeff to coordinate with Albert to test Notify
  - Jeff to update all accounts with the new phone number (check one-password to see list of accounts) (everybody agrees it makes sense)
    - Some of the accounts may not accept a Google phone number. Find which are the problem ones.
  - Emil to set-up a PoC of java projects that references jar files/maven artifacts with different versions numbers for different branches, and different build configurations (e.g. with/without debug symbols) in github.
    - Setting up a meeting! Emil investigating.
  - Ben to update 1password
    - Waylon needs to help
    - Completed
  - Ben to update Twitter phone number
  - Waylon to meet with Rafael, Ben, Rafael's UI person
  - Phebe updating documentation board
    - Done
- Fall/Winter Outreachy
  - Past the introduction phase, getting into the meat of the projects
  - Check slack to see up to date progress on each project
- Roadmap review
  - We have the release out
- Recurring tasks (maintenance etc.)

## Action Items

- Li: Will work on grunt template for tables
- Li: Android build infrastructure
- Ben to check and make some recommendations for improvements to sync progress bar
- Ben starting to summarize UI design document with colors, font, etc. to use for UIs.
- Jeff to coordinate with Albert to test Notify

- Jeff to update all accounts with the new phone number (check one-password to see list of accounts) (everybody agrees it makes sense)
- Emil to set-up a PoC of java projects that references jar files/maven artifacts with different versions numbers for different branches, and different build configurations (e.g. with/without debug symbols) in github.
  - Setting up a meeting! Emil investigating.
- Ben to update Twitter phone number
- Waylon to meet with Rafael, Ben, Rafael's UI person

## December 14, 2021

Facilitator: Waylon

Note taker: Ben

PMC Attendees: Waylon, Caroline, Emil, Li, Ben  
+Phebe +Subham

### Agenda

- Previous Action Items
- Fall/Winter Outreachy
- Release 2.1.9
- Log4j
- Roadmap review
- Recurring tasks (maintenance etc.)

### Previous actions

- Li: Will work on grunt template for tables
  - WIP, should be able to finish over the holidays
- Ben to check and make some recommendations for improvements to sync progress bar:
  - Sync progress improvements
    - Complex to change the messaging, discussion and suggestions:
    - Issue to apply colour scheme to dialogue box for sync
    - Issue to show/hide detailed messaging
    - Issue to change the message refresh rate, to slow the display on screen so that it's legible. Li to follow up.
- Li: Android build infrastructure

- Work in progress
- Ben starting to summarize UI design document with colors, font, etc. to use for UIs.
  - Carry over
- Jeff to coordinate with Albert to test Notify
  -
- Jeff to update all accounts with the new phone number (check one-password to see list of accounts) (everybody agrees it makes sense)
- Ben to update Twitter phone number
  - Twitter won't accept the Google account phone number
  - Ben to follow up with Jeff to ensure trying the right number
  - Meantime have used Ben's AU phone number
- Emil to set-up a PoC of java projects that references jar files/maven artifacts with different versions numbers for different branches, and different build configurations (e.g. with/without debug symbols) in github.
  - Made progress has questions, follow-up with meeting with Waylon
  - Carry over
- Ben to update 1password
  - 1password will restore account status
- Waylon to meet with Rafael, Ben, Rafael's UI person
  - Carry over
- Phebe updating documentation board

#### Suitcase documentation updates

- Some changes still need to be merged
- 2 PRs to be reviewed by Raj
- Raj to update Phebe and Caroline if actions required

## Outreachy

### Week 3

2 of the interns have already started, so far going well

## Release 2.1.9

Now out, all planned inclusions except...

Some web UI changes were pulled as some tests not passing

## Log4j

Forum post has been started re. Sync-endpoint:

<https://forum.odk-x.org/t/log4j-vulnerability-in-odk-x-endoint/1592>

**Tomcat:** Config files reference Tomcat 8.5.x, which will get the latest patch when rebuild of docker images occurs

Recommend rebuilding docker images to get the latest Tomcat(?)

Need to source the official Tomcat statement

[https://mail-archives.apache.org/mod\\_mbox/www-announce/202112.mbox/%3c028d1058-2e48-f72c-2037-2070d73b7411@apache.org%3e](https://mail-archives.apache.org/mod_mbox/www-announce/202112.mbox/%3c028d1058-2e48-f72c-2037-2070d73b7411@apache.org%3e)

Email to update the [Forum post](#) to include reference to the Tomcat Log4j statement

Further suggestion: forum post on how to rebuild the docker images to get the latest version of Tomcat

## APKs

APKs use both Android logging system and Weblogger (for JS)

Weblogger should be investigated for vulnerability

## Others

Spring does not use Log4j by default, and Log4j is excluded

Nginx could be reviewed as well, but it shouldn't be an issue as it's not built in Java

Open LDAP is built in C, so should not be vulnerable

## Actions:

- Li: Will work on grunt template for tables
  - WIP, should be able to finish over the holidays
- Ben to check and make some recommendations for improvements to sync progress bar:
  - ▣ Sync progress improvements
    - Complex to change the messaging, discussion and suggestions:
    - Issue to apply colour scheme to dialogue box for sync
    - Issue to show/hide detailed messaging
    - Issue to change the message refresh rate, to slow the display on screen so that it's legible. Li to follow up.
- Li: Android build infrastructure
  - Work in progress
- Ben starting to summarize UI design document with colors, font, etc. to use for UIs.
  - Carry over
- Jeff to coordinate with Albert to test Notify
- Jeff to update all accounts with the new phone number (check one-password to see list of accounts) (everybody agrees it makes sense)
- Ben to update Twitter phone number
  - Twitter won't accept the Google account phone number
  - Ben to follow up with Jeff to ensure trying the right number
  - Meantime have used Ben's AU phone number
- Emil to set-up a PoC of java projects that references jar files/maven artifacts with different versions numbers for different branches, and different build configurations (e.g. with/without debug symbols) in github.
  - Made progress has questions, follow-up with meeting with Waylon
  - Carry over

- Ben to update 1password
  - 1password will restore account status
- Waylon to meet with Rafael, Ben, Rafael's UI person
  - Carry over
- Phebe updating documentation board
- Emil to update the [Forum post](#) to include reference to the Tomcat Log4j statement

Next meeting: Jan 4

Facilitator: Emil

Following meeting: Jan 18

Facilitator: Ben

## December 7, 2021

Facilitator: Waylon

Note taker: Caroline

PMC Attendees: Waylon, Caroline, Emil, Rafael (for Raquel)

+Phebe + Shey +Love

### Agenda

- Previous Action Items
- Fall/Winter Outreachy
  - Three projects/interns (Leaflet, Android testing, Sync docs)
- 2.1.9 Release Update
  - Pushed back hopefully this week
- Roadmap review
  - Documentation one: <https://github.com/odk-x/tool-suite-X/projects/3>
    - Phebe will update a bit
    - We will use this for current and future Outreachy (need to label)
  - Software one: <https://github.com/odk-x/tool-suite-X/projects/1>
    - Android: Progress on OI file manager
    - Usability: New login underway – but not in this release
      - Rafael has UI expert to meet with
    - Sync endpoint UI in test – number of items
    - Leaflet included?
      - A lot of process first
    - More maintenance after release
- Recurring tasks (maintenance etc.)
  - Progress after release.

- Waylon leads next.

#### Previous action items

- Li: Will work on grunt template for tables
- Ben to check and make some recommendations for improvements to sync progress bar:
  - ☐ Sync progress improvements
- Li: Android build infrastructure
- Ben starting to summarize UI design document with colors, font, etc. to use for UIs.
- Jeff to coordinate with Albert to test Notify
- Jeff to update all accounts with the new phone number (check one-password to see list of accounts) (everybody agrees it makes sense)
- Emil to set-up a PoC of java projects that references jar files/maven artifacts with different versions numbers for different branches, and different build configurations (e.g. with/without debug symbols) in github.
  - Made progress has questions, follow-up with meeting with Waylon
- Ben to update 1password
- Ben to update Twitter phone number

#### New/carryover action items

- Li: Will work on grunt template for tables
- Ben to check and make some recommendations for improvements to sync progress bar
- Li: Android build infrastructure
- Ben starting to summarize UI design document with colors, font, etc. to use for UIs.
- Jeff to coordinate with Albert to test Notify
- Jeff to update all accounts with the new phone number (check one-password to see list of accounts) (everybody agrees it makes sense)
- Emil to set-up a PoC of java projects that references jar files/maven artifacts with different versions numbers for different branches, and different build configurations (e.g. with/without debug symbols) in github.
  - Setting up a meeting! Emil investigating.
- Ben to update 1password
  - Waylon needs to help
- Ben to update Twitter phone number
- Waylon to meet with Rafael, Ben, Rafael's UI person
- Phebe updating documentation board

# November 23, 2021

Facilitator: Caroline

Note taker: Ben

PMC Attendees: Ben, Waylon, Caroline, Li  
+Phebe

## Agenda

- Previous action items
- Outreachy
- 2.1.9 update
- How to get more manpower? Convert interns/students to help! Phebe + Emeka great!
  - Need to think about other strategies.
- 1password account
- Twitter account phone number
- Waylon will run next meeting

## Action items

- Li: Will work on grunt template for tables
  - Carry over
- Ben to check and make some recommendations for improvements to sync progress bar
  - Align colours, check notes from convening to complete for next meeting
- Li: Android build infrastructure
  - Underway
- Ben starting to summarize UI design document with colors, font, etc. to use for UIs.
  - No progress. Ben to continue to complete the style guide.
- Jeff to coordinate with Albert to test Notify
  - Carry over
- Jeff to update all accounts with the new phone number (check one-password to see list of accounts) (everybody agrees it makes sense)
  - Carry over
- Emil to set-up a PoC of java projects that references jar files/maven artifacts with different versions numbers for different branches, and different build configurations (e.g. with/without debug symbols) in github.
  - Carry over



## Outreachy

- 3 interns selected
- Additional mentor, grad student from UW
- Start December 6
- Need to create a recurring meeting time - Waylon has proposed meeting times in Slack
  - need tmz for all mentees to determine meeting time
  - Caroline to coordinate the kickoff meeting
- Calendar to record different holidays over christmas and new year would be helpful

## Release update

- Outstanding MySQL updates, but can be done after the release
- ETA Dec 1, 2021

## How to get more personpower

- Collect ideas and discuss in the new year

## 1password expiry

- Ben to follow up to get renewed

## Twitter phone number

- Ben's number will be deactivated
- Google voice number can replace it
- Ben to update the number in the Twitter account

## Waylon to facilitate next meeting

# November 9, 2021

Facilitator: Jeff

Note taker: Caroline

PMC Attendees: Jeff, Emil, Caroline  
+Phebe

## Agenda

- Ratings and top 2 for Outreachy into mentor spreadsheet. Follow up on Slack.
- Will need to fill in the forms, do the mentor agreement, then kick off Outreachy.
- 2.1.9 update -- Waylon absent
- How to get more manpower? Convert interns/students to help! Phebe + Emeka great!
  - Need to think about other strategies.

- Caroline will run next meeting
- Action Items from last time
  - Li: Will work on grunt template for tables
  - Ben to check and make some recommendations for improvements to sync progress bar
  - Li: Android build infrastructure
  - Ben starting to summarize UI design document with colors, font, etc. to use for UIs.
  - Jeff to coordinate with Albert to test Notify
  - Jeff to update all accounts with the new phone number (check one-password to see list of accounts) (everybody agrees it makes sense)
  - Emil to set-up a PoC of java projects that references jar files/maven artifacts with different versions numbers for different branches, and different build configurations (e.g. with/without debug symbols) in github.
- Action items for next time
  - Li: Will work on grunt template for tables
  - Ben to check and make some recommendations for improvements to sync progress bar
  - Li: Android build infrastructure
  - Ben starting to summarize UI design document with colors, font, etc. to use for UIs.
  - Jeff to coordinate with Albert to test Notify
  - Jeff to update all accounts with the new phone number (check one-password to see list of accounts) (everybody agrees it makes sense)
  - Emil to set-up a PoC of java projects that references jar files/maven artifacts with different versions numbers for different branches, and different build configurations (e.g. with/without debug symbols) in github.

## October 26, 2021

Facilitator: Waylon

Note taker: Jeff

PMC Attendees: Waylon, Caroline, Li

### Agenda

- Outreachy application process
- Previous Action Items

- Waylon to follow-up over email with suggestions for alternating meeting times.
  - Done. Generally seems like people are ok with rotating schedule.
- Li: Will work on grunt template for tables
  - Carry Forward
- Li will check out: <https://github.com/marketplace/check-run-reporter>
  - Li will write script to integrate testing (will take multiple weeks) if this doesn't work
  - Li tried the plug in. It does what it says to show the test results but it doesn't show the lint results. This does not show if the lint fails and blocks the build
  - Waylon thinks its good enough for now. If the build fails you can dig into the logs. Its better than nothing and we've lost momentum.
- Ben to check and make some recommendations for improvements to sync progress bar
  - Not in attendance, carried forward.
- Jeff: Follow-up on responses to post on DIAL forum
  - <https://hub.osc.dial.community/t/tips-for-being-discoverable-to-new-contributors/2977>
- Ben starting to summarize UI design document with colors, font, etc. to use for UIs.
  - Not in attendance, carried forward
- Waylon to follow-up with Li on:
  - Li will double check the dates changes are okay
- Jeff to coordinate with Albert to test Notify
  - Carry forward
- Jeff to update all accounts with the new phone number (check one-password to see list of accounts) (everybody agrees it makes sense)
  - Carry forward
- Waylon to create an issue for "start here"/test-deprecated
  - Done for leaflet. Added a couple test ones but it'd be nice to add more
- Emil to set-up a PoC of java projects that references jar files/maven artifacts with different versions numbers for different branches, and different build configurations (e.g. with/without debug symbols) in github.
  - Not in attendance, carry forward
- Release Update
  - Its out
  - Suitcase coming shortly pending tests
  - Changes to the sync protocol to speed it up a bit
  - Fixing issues people are finding
  - Estimated at November 1st
- Roadmap review
  - Best to wait until after the release and then pull in the new focus areas
- Action Items

- Li: Will work on grunt template for tables
- Ben to check and make some recommendations for improvements to sync progress bar
- Li: Android build infrastructure
- Ben starting to summarize UI design document with colors, font, etc. to use for UIs.
- Jeff to coordinate with Albert to test Notify
- Jeff to update all accounts with the new phone number (check one-password to see list of accounts) (everybody agrees it makes sense)
- Emil to set-up a PoC of java projects that references jar files/maven artifacts with different versions numbers for different branches, and different build configurations (e.g. with/without debug symbols) in github.

## October 12, 2021

Facilitator: Emil

Note taker: Waylon

PMC Attendees: Waylon, Caroline, Emil

### Agenda

- Previous Action Items
  - Waylon to follow-up over email with suggestions for alternating meeting times.
    - Not done, carry-over to next meeting
  - Waylon to reconfigure Slack (prune channels, set-up new, etc.)
    - Done
  - Everyone: Create/Tag good “first win” issues (preferably before October 8th).
    - Need more issues
  - Li: Will work on grunt template for tables
    - Absent from meeting, Carried forward
  - Li will check out: <https://github.com/marketplace/check-run-reporter>
    - Li will write script to integrate testing (will take multiple weeks) if this doesn't work
    - Absent from meeting, Carried forward
  - Ben to check and make some recommendations for improvements to sync progress bar
    - Absent from meeting, Carried forward
  - Jeff: Follow-up on responses to post on DIAL forum
    - Absent from meeting, Carried forward
  - Ben starting to summarize UI design document with colors, font, etc. to use for UIs.

- Particular focus on color selection for GSoC to test out
  - Carried forward
- Waylon to follow-up with Li on:
  - Li will double check the dates changes are okay.
  - Absent from meeting, Carried forward
- Jeff to coordinate with Albert to test Notify (schedule a meeting!!!!)
  - Absent from meeting, Carried forward
- Jeff to update all accounts with the new phone number (check one-password to see list of accounts) (everybody agrees it makes sense)
  - Absent from meeting, Carried forward
- Waylon to create an issue for “start here”/test-deprecated
  - Carried forward
- Jeff/Waylon: Chat and figure out some good starter issues
  - Discussed
- Jeff to follow-up with GSoC intern re. PR#167: Update JS libraries (<https://github.com/odk-x/app-designer/pull/167>)
  - Will be too late to carry forward
- Emil to set-up a PoC of java projects that references jar files/maven artifacts with different versions numbers for different branches, and different build configurations (e.g. with/without debug symbols) in github.
  - Discussed and will be carried forward to next meeting
- Fall/Winter Outreachy
  - Contribution period started on Oct 8th
  - Need additional “good first issues”
  - Discussion of providing a good starting point for the two Outreachy programming projects.
    - Waylon will create the following
      - Create a getting started post in slack for Leaflet for javascript
      - Create test cases issues
- Release update:
  - Preview release will hopefully be ready around Monday, Oct 8th.
  - Phebe volunteered to help with release notes
- Action items from last meeting
  - Waylon to follow-up over email with suggestions for alternating meeting times.
  - Everyone: Create/Tag good “first win” issues (preferably before October 8th).
  - Li: Will work on grunt template for tables
  - Li will check out: <https://github.com/marketplace/check-run-reporter>
    - Li will write script to integrate testing (will take multiple weeks) if this doesn't work
  - Ben to check and make some recommendations for improvements to sync progress bar
  - Jeff: Follow-up on responses to post on DIAL forum

- Ben starting to summarize UI design document with colors, font, etc. to use for UIs.
- Jeff to coordinate with Albert to test Notify (schedule a meeting!!!!)
- Jeff to update all accounts with the new phone number (check one-password to see list of accounts) (everybody agrees it makes sense)
- Waylon to create an issue for “start here”/test-deprecated
  - Create a getting started post in slack for Leaflet for javascript
  - Create test cases issues
- Emil to set-up a PoC of java projects that references jar files/maven artifacts with different versions numbers for different branches, and different build configurations (e.g. with/without debug symbols) in github.

## September 28, 2021

Facilitator: Caroline

Note taker: Emil

Attendees: Waylon, Caroline, Jeff, Rafa, Phebe

### Agenda

- Previous Action Items
- ODK-X Design Guidelines
- Fall/Winter Outreachy
- Roadmap review
- Recurring tasks (maintenance etc.)
  - Release update:
    - Hopefully Waylon can get Clarice to help out with the hours of work related to getting the release out
    - Pulling in lots of new features, so a testing period will be helpful (Caroline suggested to enlist interns)

### Action items from last meeting

1. Waylon: Follow up on time zones, option of rotating times
  - a. Li/Ben to weigh in (absent)
  - b. Suggestion to alternate meetings one hour earlier/one hour later
  - c. Make an “overview” post on the forum with the upcoming meetings for the next 6 months
2. Caroline: Need to do project/co-mentor
3. Waylon needs to meet with Jeff for non-documentation project brainstorming

4. Caroline and Phebe: Need to do documentation project idea(s)
5. Li: Will work on grunt template for tables
6. Li will check out: <https://github.com/marketplace/check-run-reporter>
  - a. Li will write script to integrate testing (will take multiple weeks) if this doesn't work
  - b. Carried forward
7. Ben to check and make some recommendations for improvements to sync progress bar
  - a. Carried forward
8. Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding - hold until applications are complete
  - a. Carried forward
9. c
10. Jeff to look into setting up a Google voice account to use for login phone verification purposes. Ideally text messages. Possibly call forwarding.
  - a. Carried forward
  - b. Done! Check out <https://voice.google.com> (logged in as odk-x). Jeff will send out info in email.
11. Ben starting to summarize UI design document with colors, font, etc. to use for UIs.
  - a. Particular focus on color selection for GSoC to test out
  - b. Draft prepared
12. Li will double check the dates changes are okay.

Action items:

- Waylon to follow-up over email with suggestions for alternating meeting times.
- Waylon to reconfigure Slack (prune channels, set-up new, etc.)
- Everyone: Create/Tag good "first win" issues (preferably before October 8th).
- Li: Will work on grunt template for tables
  - Carried forward
- Li will check out: <https://github.com/marketplace/check-run-reporter>
  - Li will write script to integrate testing (will take multiple weeks) if this doesn't work
  - Carried forward
- Ben to check and make some recommendations for improvements to sync progress bar
  - Carried forward
- Jeff: Follow-up on responses to post on DIAL forum
- Ben starting to summarize UI design document with colors, font, etc. to use for UIs.
  - Particular focus on color selection for GSoC to test out
  - Carried forward
- Waylon to follow-up with Li on:
  - Li will double check the dates changes are okay.
- Jeff to coordinate with Albert to test Notify (schedule a meeting!!!!)
  - Carried forward
- Jeff to update all accounts with the new phone number (check one-password to see list of accounts) (everybody agrees it makes sense)

- Waylon to create an issue for “start here”/test-deprecated
- Jeff/Waylon: Chat and figure out some good starter issues
- Jeff to follow-up with GSoC intern re. PR#167: Update JS libraries (<https://github.com/odk-x/app-designer/pull/167>)
- Emil to set-up a PoC of java projects that references jar files/maven artifacts with different versions numbers for different branches, and different build configurations (e.g. with/without debug symbols) in github.

Agenda items for next meeting (October 12th @ 15h00-16h00 UTC):

- Previous Action Items
- ODK-X Design Guidelines
- Fall/Winter Outreachy
- Roadmap review
- Recurring tasks (maintenance etc.)

## September 14, 2021

Facilitator: Li

Note taker: Caroline

- Time of meeting? Most affected not present.
- Options: two very different meeting times, fewer meetings + working groups
- Leaning two slightly different meeting times
  - Times UTC
- Previous action
  - Caroline did the community application
  - Documentation ideas: Sync-endpoint and Tables
  - Waylon working on maintenance release
    - Built in mechanisms rather than OI file manager.
    - Will include sync endpoint improvements this or next release -- checks if someone reset server. Possibly speed improvements.
    - Out before end of month.
    - Services UI change next one
    - Dates changes -- once Li checked.
- Outreachy ideas
  - Docs: Tables and Troubleshooting
  - Docs: Sync endpoint
  - Docs starter issues: Updates of OI file manager→ files



- Code: Sort and search in survey
  - Starter issues: UI color/font improvements
- Code: Required conditioned on if (NO TOO HARD)
- Code/Example app: Build in mapping using leaflet
- Code: Creating a something something template for sync-endpoint (re-write previous)

Next meeting: September 28th, Caroline

#### Action items

1. Waylon: Follow up on time zones, option of rotating times
2. Caroline: Need to do project/co-mentor
3. Waylon needs to meet with Jeff for non-documentation project brainstorming
4. Caroline and Phebe: Need to do documentation project idea(s)
5. Li: Will work on grunt template for tables
6. Li will check out: <https://github.com/marketplace/check-run-reporter>
  - a. Li will write script to integrate testing (will take multiple weeks) if this doesn't work
  - b. Carried forward
7. Ben to check and make some recommendations for improvements to sync progress bar
  - a. Carried forward
8. Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding - hold until applications are complete
  - a. Carried forward
9. Jeff to coordinate with Albert to test Notify (schedule a meeting!!!!)
  - a. Carried forward
10. Jeff to look into setting up a Google voice account to use for login phone verification purposes. Ideally text messages. Possibly call forwarding.
  - a. Carried forward
11. Ben starting to summarize UI design document with colors, font, etc. to use for UIs.
  - a. Particular focus on color selection for GSoC to test out
  - b. Draft prepared
12. Li will double check the dates changes are okay.

# August 31, 2021

Facilitator: Waylon

Note taker: Li

PMC Attendees: Waylon, Li, Caroline, Rafael (in absence of Raquel)

## Agenda

- Previous Action Items
- ODK-X Design Guidelines
- Fall/Winter Outreachy
- Roadmap review
- Recurring tasks (maintenance etc.)

### Previous action items:

- Caroline will look into logistics of Outreachy in the fall
  - Similar to Summer Outreachy
  - Need to apply for general fund and list projects
  - Caroline, Waylon, and Phebe are interested in mentoring
- Li will check out: <https://github.com/marketplace/check-run-reporter>
  - Li will write script to integrate testing (will take multiple weeks) if this doesn't work
  - Carried forward
- Ben to check and make some recommendations for improvements to sync progress bar
  - Carried forward
- Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding - hold until applications are complete
  - Carried forward
- Jeff to coordinate with Albert to test Notify (schedule a meeting!!!!)
  - Carried forward
- Ben will work on GSoC comms things (beyond Twitter).
  - Carried forward
- Jeff to look into setting up a Google voice account to use for phone verification purposes (youtube)
  - Carried forward
- Ben starting to summarize UI design document with colors, font, etc. to use for UIs.
  - Particular focus on color selection for GSoC to test out
  - Draft prepared
    - Feedback from Raj: It works, nothing missing.
- Waylon will begin preparing maintenance release in August
  - Process started, release expected in Sept.
  - Android Gradle Plugin version 7.x introduces many incompatibilities
  - Might stay on 4.x for this release

- Goal: mid Sept.

**Actions Items:**

- Caroline to prepare for Winter Outreachy - 1 spot
- Li will check out: <https://github.com/marketplace/check-run-reporter>
  - Li will write script to integrate testing (will take multiple weeks) if this doesn't work
- Ben to check and make some recommendations for improvements to sync progress bar
- Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding - hold until applications are complete
- Jeff to coordinate with Albert to test Notify (schedule a meeting!!!!)
- Ben will work on GSoC comms things (beyond Twitter).
- Jeff to look into setting up a Google Voice account to use for phone verification purposes (YouTube)
- Ben starting to summarize UI design document with colors, font, etc. to use for UIs.
  - Particular focus on color selection for GSoC to test out
- Everyone: Think about Outreachy projects and issues

# August 3, 2021

Facilitator: Ben

Note taker: Waylon

PMC Attendees: Caroline, Jeff, Ben, Waylon, Li

## Agenda

- Previous Action Items
- GSoC and Outreachy Updates
- ODK-X Design Guidelines
- Roadmap review
- Recurring tasks (maintenance etc.)

### Previous action items

- Li will check out: <https://github.com/marketplace/check-run-reporter>
  - Li will write script to integrate testing (will take multiple weeks) if this doesn't work
  - Carry-over
- Ben to check and make some recommendations for improvements to sync progress bar
  - Carry-over
- Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding - hold until applications are complete
  - Carry-over
- Jeff to coordinate with Albert to test Notify (schedule a meeting!!!!)
  - Carry-over
- Ben will work on GSoC comms things (beyond Twitter).
  - Carry-over
- Jeff to look into setting up a Google voice account to use for phone verification purposes (youtube)
  - Carry-over
- Ben to come up with a UI design document with colors, font, etc. to use for UIs.
  - In-progress at this meeting
- Check in on maintenance release progress -
  - Waylon is planning to do a maintenance release in August

### GSoC and Outreachy Updates

- High level discussion of the 3 GSoC projects
  - Projects are generally progressing on schedule
- Reminder that as GSoC wraps up there should be coordination on documentation with the Outreachy documentation project.

- Outreachy documentation is project is progressing well

### **Design guidelines discussion**

- Discussion about possible areas of focus
  - Develop design guidelines for look and feel
  - Provide reference “patterns”
  - Create a library of content terms, glossary, or similar
- Areas of current focus
  - Decided to focus on the design guidelines and common terms
  - Reference “patterns” will be in the future
- Discussion on color palate
  - Proposal to use base colors similar to logo colors

### **Actions Items:**

- Caroline will look into logistics of Outreachy in the fall
- Li will check out: <https://github.com/marketplace/check-run-reporter>
  - Li will write script to integrate testing (will take multiple weeks) if this doesn't work
- Ben to check and make some recommendations for improvements to sync progress bar
- Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding - hold until applications are complete
- Jeff to coordinate with Albert to test Notify (schedule a meeting!!!!)
- Ben will work on GSoC comms things (beyond Twitter).
- Jeff to look into setting up a Google voice account to use for phone verification purposes (youtube)
- Ben starting to summarize UI design document with colors, font, etc. to use for UIs.
  - Particular focus on color selection for GSoC to test out
- Waylon will begin preparing maintenance release in August

## July 20, 2021

Facilitator: Caroline

Note taker: Ben

Attendees: Caroline, Jeff, Li, Waylon, Temenu Esther-Phebe, Rafael V., Emil,

### **Agenda**

- Previous Action Items
- GSoC and Outreachy Updates
- Styles discussion
- Roadmap review

### Previous action items

- Li will check out: <https://github.com/marketplace/check-run-reporter>
  - Li will write script to integrate testing (will take multiple weeks) if this doesn't work
  - Carry over
- (carried over) Ben to check and make some recommendations for improvements to sync progress bar
  - Carry over
- (to be done in July) Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding - hold until applications are complete
  - Carry over
- (carried over) Jeff to coordinate with Albert to test Notify (schedule a meeting!!!!)
  - Carry over
- (carried over) Ben will work on GSoC comms things (beyond Twitter).
  - Carry over
  - Ben to clarify details
- Jeff to look into setting up a Google voice account to use for phone verification purposes (youtube)
  - Carry over
- Ben to come up with a UI design document with colors, font, etc. to use for UIs.
  - Carry over
- GSoC/Outreachy coordination @ August 1 to update documentation
  - Carry over, but underway
- Li putting a hold on Docker boxes so don't update
  - Incompatibility between Sync endpoint and some Docker configs discovered, docker container updates held until issue solved.
  - Now solved, docker can be updated
- Github MVN repo exports
  - Emil and Waylon coordinating to figure it out
- Build script automation
  - Waylon is working on

## GSoC and Outreachy Updates

~ 1 month left for both

### Outreachy

Phebe working on docs updates: Tables, translating videos, progressing ok

## GSOC

Waylon:

- Mid-point reviews completed
- Aiming for automated tests for all projects

Li:

- Both projects progressing well
- [For Jeff] calendar project progressing

Projects generally on track, no action required from TSC at this point

## Styles discussion

Colour schemes, fonts

Need a global style guide

Priority:

- Color scheme
- Broader framework at a high-level
- Top nav bar on mobile apps: branding, standard icons/links
- Email GSOC participants to let them know what happening and get their input - Ben

Get input from GSOC students, show and tell of current interfaces in progress for those projects

## Roadmap review

<https://github.com/odk-x/tool-suite-X/projects/1>

No changes to development roadmap items

<https://github.com/odk-x/tool-suite-X/projects/2>

## Actions:

- Li will check out: <https://github.com/marketplace/check-run-reporter>
  - Li will write script to integrate testing (will take multiple weeks) if this doesn't work
- (carried over) Ben to check and make some recommendations for improvements to sync progress bar
- (to be done in July) Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding - hold until applications are complete
- (carried over) Jeff to coordinate with Albert to test Notify (schedule a meeting!!!!)
- (carried over) Ben will work on GSoC comms things (beyond Twitter).
  - Ben to clarify details
- (carried over) Jeff to look into setting up a Google voice account to use for phone verification purposes (youtube)

- Ben to come up with a UI design document with colors, font, etc. to use for UIs.
- (carried over) GSOC/Outreachy coordination @ August 1 to update documentation
- Check in on maintenance release progress - All

Next meeting: 3 August

Facilitator: Ben

## July 6, 2021

Facilitator: Jeff

Note taker: Caroline

Attendees: Caroline, Jeff, Li, Waylon, Temenu Esther-Phebe, Rafael V., Emil,

### Agenda

- Previous Action Items
- GSoC and Outreachy Updates
  - Phebe working away on all the things! New TOC up!
  - Rafael is helping with video translation (exchanged emails with Phebe)
  - GSOC IMPORTANT: Fill out evaluation (July 12)
    - Group meeting good
    - Emeka--PR non-Gregorigan calendars, working with some bugs, still w/in workplan
    - New UI: Making progress, lots to do! How much of lifecycle will get redone? Def. new workflow. Testing>lifecycle working on it. AssertJ coming through Raj's, working on Javascript Jeff?
    - Subham Suitcase: Working on error messages (helpful! informative!)
    - Phebe can join! Yes she did!
- Documentation Discussion
  - TOC done, yay, but let Phebe know any feedback
- Creating Styles/Theme (move to next meeting)
- Roadmap review
  - Docs roadmap: <https://github.com/odk-x/tool-suite-X/projects/3>
    - Can move along some items
    - Index done
    - Can work on PR merge process
    - When work with GSOC to document -- they finish Aug. 23 as does Phebe
    - Around August 1 document starts to get updated
- Recurring tasks (maintenance etc.) <https://github.com/odk-x/tool-suite-X/projects/2>
  - Waylon bug whack-a-mole then release



- Will do website stuff with release
- Jeff Forum upgrade every 2 weeks
- Li holding on upgrades until Docker identified
  - Place a hold on Docker boxes to prevent updates

## Previous Action items

- Checkin on CI/CD revamp
  - Emil's proof-of-concept on GitHub
  - Li to investigate CircleCI
  - Waylon to investigate Ivy/Maven Android artifacts
  - *Emailing started but bogged down*
  - *Basic situation: CircleCI does allow Android emulators with virtualization acceleration. Only one OS environment. Software not exactly what we need/inflexible/will cause mismatch troubles. They recommend L XL machines for Android build -- free/OS locks at medium or lower. Would need to write integration to publish results from one system to other. Versions/orbs (convenience scripts) Java issue.*
  - *Github lacks UI to show results (details on which fail/pass -- have to download zip)*
  - *Shall we go for writing something to publish? Li will!*
  - *Circle CI still has download requirements for some things...*
  - *Shut down Jenkins use cloud is goal.*
  - *Emil shared some things where github can publish results: <https://github.com/marketplace/actions/publish-unit-test-results>*
  - *Li says that these are too basic*
  - *What about Azure interface? Also doesn't present test results*
  - *Looked at check run reporter? <https://github.com/marketplace/check-run-reporter>*
  - *Where do we publish to?*
- (carried over) Ben to check and make some recommendations for improvements to sync progress bar
- (to be done in July) Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding - hold until applications are complete
- (carried over) Jeff to coordinate with Albert to test Notify (schedule a meeting!!!!)
- (carried over) Ben will work on GSoC comms things (beyond Twitter).
- Jeff to look into setting up a Google voice account to use for phone verification purposes (youtube)
- Ben to come up with a UI design document with colors, font, etc. to use for UIs.

## Action items

- Li will check out: <https://github.com/marketplace/check-run-reporter>

- Li will write script to integrate testing (will take multiple weeks) if this doesn't work
- (carried over) Ben to check and make some recommendations for improvements to sync progress bar
- (to be done in July) Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding - hold until applications are complete
- (carried over) Jeff to coordinate with Albert to test Notify (schedule a meeting!!!!)
- (carried over) Ben will work on GSoC comms things (beyond Twitter).
- Jeff to look into setting up a Google voice account to use for phone verification purposes (youtube)
- Ben to come up with a UI design document with colors, font, etc. to use for UIs.
- GSOC/Outreachy coordination @ August 1 to update documentation
- Li putting a hold on Docker boxes so don't update

## June 22, 2021

Facilitator: Waylon

Note taker: Jeff

Attendees: Caroline, Jeff, Li, Waylon, Temenu Esther-Phebe, Varun Tiwari

### Agenda

- Previous Action Items
- GSoC and Outreachy Updates
- Documentation Discussion
- Creating Styles/Theme (move to next meeting)
- Roadmap review
- Recurring tasks (maintenance etc.)

### Previous Action items

- Checkin on CI/CD revamp
  - Emil's proof-of-concept on GitHub
  - Li to investigate CircleCI
  - Waylon to investigate Ivy/Maven Android artifacts
- (carried over) Ben to check and make some recommendations for improvements to sync progress bar
- (to be done in July) Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding - hold until applications are complete
- (carried over) Jeff to coordinate with Albert to test Notify (schedule a meeting!!!!)

- (carried over) Ben will work on GSoC comms things (beyond Twitter).
- Jeff to look into setting up a Google voice account to use for phone verification purposes (youtube)
- Ben to come up with a UI design document with colors, font, etc. to use for UIs.
- Caroline to add description for GitHub project boards
  - Done!

## Internship updates

- Outreachy
  - Lots of good documentation updates happening. Youtube videos out. Poll is out.
  - More work in progress on Javascript Injected API Interface into the Webkit
- GSoC
  - Emeka:
    - Added some new basic date pickers in the old style for year, month and year, month. Got them working end-to-end
    - Looking at non gregorian calendars. Using existing javascript libraries
    - Top candidate: <http://keith-wood.name/calendarsPicker.html>
  - Varun:
    - Completed the three basic screens, moving onto the login screens and then the screen to update the server
    - Good progress is being made
    - Waiting on new styling and color themes feedback
  - Subham
    - Adding multi table download and adding UI tests
    - Finishing up multi table download feature this week and start working on saving username password
    - Looking at libraries to securely save them securely, but focusing on just saving them first
    - Good job on testing!

## Documentation Navigation

- Goal is to make sure people can find things easier in the docs
- The current table of contents structure can get really deep and it can be hard to find exactly what you're looking for
- Some things are staying the same, like cloud endpoint and getting started
- Deprecated will be merged into one
- New mobile applications section
- Notify will also be under desktop application
- Also have desktop application section

## Action Items

- Checkin on CI/CD revamp
  - Emil's proof-of-concept on GitHub
  - Li to investigate CircleCI
  - Waylon to investigate Ivy/Maven Android artifacts
- (carried over) Ben to check and make some recommendations for improvements to sync progress bar
- (to be done in July) Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding - hold until applications are complete
- (carried over) Jeff to coordinate with Albert to test Notify (schedule a meeting!!!!)
- (carried over) Ben will work on GSoC comms things (beyond Twitter).
- Jeff to look into setting up a Google voice account to use for phone verification purposes (youtube)
- Ben to come up with a UI design document with colors, font, etc. to use for UIs.

## June 8, 2021

Facilitator: Emil

Note taker: Li

Recording: <https://join.skype.com/h1o8DNZ7HZqv>

Attendees: Li, Emil, Caroline, Waylon

### Agenda

- Previous Action Items
- GSoC and Outreachy
- Roadmap review
- Recurring tasks (maintenance etc.)

### Previous Action items

- Caroline (underway): We lost priority tags on issues. We need to go through and check that all our priority tags are restored
  - Done!
- Li: Look into Li, Waylon and Emil collaborating on Azure, CircleCI and JFrog (progress \_has\_ been made regarding scheduling meetings)
  - Waylon and Emil had a meeting and formulated a plan
  - Next steps: Emil will make a proof of concept on GitHub
  - Current plan: Build/test on CircleCI and host artifacts on GitHub
- Waylon to update website's statement regarding release frequency (to 3 per year)
  - Done

## **GSoC/Outreachy**

- All students progressing well

## **opendatakit.org website change request**

- Yaw has requested removing references to DSFSG on opendatakit.org

## **Varun's Services UI Draft**

- Services will be using the Material design library and follow a coherent color scheme

## **Roadmap**

- Should we release UI re-design for all apps together or release apps as they're ready?
  - Release the apps when they're ready
  - This will start with Services

## **Action Items**

- Checkin on CI/CD revamp
  - Emil's proof-of-concept on GitHub
  - Li to investigate CircleCI
  - Waylon to investigate Ivy/Maven Android artifacts
- (carried over) Ben to check and make some recommendations for improvements to sync progress bar
- (to be done in July) Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding - hold until applications are complete
- (carried over) Jeff to coordinate with Albert to test Notify (schedule a meeting!!!!)
- (carried over) Ben will work on GSoC comms things (beyond Twitter).
- Jeff to look into setting up a Google voice account to use for phone verification purposes (youtube)
- Ben to come up with a UI design document with colors, font, etc. to use for UIs.
- Caroline to add description for GitHub project boards

# May 25, 2021

Facilitator: Caroline

Note taker: Emil

Attendees: Li, Emil, Jeff, Caroline, Waylon, Raquel,

## Agenda

- Previous Action Items
- GSoC and Outreachy
- Roadmap review
- Recurring tasks (maintenance etc.)

## Roadmap

- Discussion: What is the plan for scan?

## Previous Action items

- Caroline (eventually): We lost priority tags on issues. We need to go through and check that all our priority tags are restored
- Li: Look into Li, Waylon and Emil collaborating on Azure, CircleCI and JFrog
- Ben to check and make some recommendations for improvements to sync progress bar
- Waylon will eventually set up a shared calendar for GSOC and Outreachy mentors containing milestone dates
- Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding - hold until applications are complete
- Jeff to coordinate with Albert to test Notify (schedule a meeting!!!!)
- Waylon will update issue #110 with clarifications (may need splitting)
- Waylon tagged won't fix/closed #273
- Emil and Waylon need to schedule a meeting to divide build tasks
- Jeff to upgrade Forum
- Ben will work on GSoC comms things (beyond Twitter).

## New (Carried Over) Action Items

- Caroline (underway): We lost priority tags on issues. We need to go through and check that all our priority tags are restored
- Li: Look into Li, Waylon and Emil collaborating on Azure, CircleCI and JFrog (progress \_has\_ been made regarding scheduling meetings)

- (carried over) Ben to check and make some recommendations for improvements to sync progress bar
- (to be done in July) Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding - hold until applications are complete
- (carried over) Jeff to coordinate with Albert to test Notify (schedule a meeting!!!!)
- (carried over) Ben will work on GSoC comms things (beyond Twitter).
- Jeff to look into setting up a Google voice account to use for phone verification purposes (youtube)
- Waylon to update website's statement regarding release frequency (to 3 per year)

Next meeting: June 8th, facilitated by Emil

## May 11, 2021

Facilitator: Ben

Note taker: Caroline

Attendees: Li, Ben, Emil, Jeff, Waylon, Raquel, Caroline

### Agenda

- Previous Action Items
- GSOC & Outreachy Updates
- ~~Release discussion~~
- Roadmap review
- Recurring tasks (maintenance etc.)

**Outreachy:** Selection will be announced May 17th. Starts!!! May 24th-August 24th

**GSoC:** Need to make decisions within 3 hours!!!!!! Need to do a private call/chat after (esp. Li Waylon). Also announced May 17th. Coding starts June 7.

### Roadmap

- In test are with Jeff, no progress to report from anyone.
- Ready for release-->done
- Needs PMC review issues:  
[https://github.com/odk-x/tool-suite-X/issues?q=is%3Aissue+is%3Aopen+label%3ANEEDS\\_PMC\\_REVIEW](https://github.com/odk-x/tool-suite-X/issues?q=is%3Aissue+is%3Aopen+label%3ANEEDS_PMC_REVIEW)
  - 110 to Waylon update
  - 273 seems counter-intuitive (no change)
- Moved complete separation to done

- Still working on build (Emil and Waylon should meet)
- Jeff should work on Notify (schedule a meeting with Albert)

### **Maintenance**

- Had been holding off on maintenance; Jeff can do upgrades now that GSoC Outreachy less busy
- Jeff should test restoring from a backup
- Comms:
  - Progress on videos, tweeting in light of GSoC/Outreachy
  - Amplify!
- Weekly update on DIAL Forum (Jeff can forward when starts)
- Waylon did updates to Website + Docs with release
- People are "in-charge" of various tasks

### **Previous Action items**

- Everyone: brainstorm some little things to improve and tag as easy win/good first issue
  - Moved to maintenance/recurring tasks
  - Ben added a couple
  - Lots for GSoC/Outreachy
  - Going through and finish/unassign if no longer being worked on (clean-up underway)
- Caroline (eventually): We lost priority tags on issues. We need to go through and check that all our priority tags are restored
- Li: Look into Li, Waylon and Emil collaborating on Azure, CircleCI and JFrog
- Ben to check and make some recommendations for improvements to sync progress bar
- Waylon will eventually set up a shared calendar for GSOC and Outreachy mentors containing milestone dates
- Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding - hold until applications are complete
- Jeff to coordinate with Albert to test Notify
- Caroline to add a notice for Scan to Docs, Github saying the project has not been updated recently. Looking for a maintainer...
  - Done by someone else
- Ben to add sync-endpoint ux improvement issues to the roadmap
  - Did do! Five issues (under consideration in roadmap)

### **New (Carried Over) Action Items**

- Caroline (eventually): We lost priority tags on issues. We need to go through and check that all our priority tags are restored
- Li: Look into Li, Waylon and Emil collaborating on Azure, CircleCI and JFrog
- Ben to check and make some recommendations for improvements to sync progress bar



- Waylon will eventually set up a shared calendar for GSOC and Outreachy mentors containing milestone dates
- Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding - hold until applications are complete
- Jeff to coordinate with Albert to test Notify (schedule a meeting!!!!)
- Waylon will update issue #110 with clarifications (may need splitting)
- Waylon tagged won't fix/closed #273
- Emil and Waylon need to schedule a meeting to divide build tasks
- Jeff to upgrade Forum
- Ben will work on GSoC comms things (beyond Twitter).

## April 27, 2021

Facilitator: Li

Note taker: Ben

Attendees: Caroline, Waylon, Li, Raquel, Ben, Emil

### Agenda

- Previous Action Items
- GSOC & Outreachy Updates
- Release discussion
- Roadmap review
- Recurring tasks (maintenance etc.)

### Previous Action items

- Everyone: brainstorm some little things to improve and tag as easy win/good first issue
  - Waylon and Caroline have added some but more still required
- Ben: Create issues for Sync Endpoint Web UI improvements
  - In progress
- Waylon and Emil to meet and test Azure, CircleCI and JFrog
  - Li: Look into Li, Waylon and Emil will combine to move forward on this
- Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding
  - Hold until GSOC applications are complete
- Caroline (eventually): We lost priority tags on issues. We need to go through and check that all our priority tags are restored
  - Carry over
- Discuss further improvements to sync progress bar
  - Ben to check and make some recommendations for discussion next meeting
- Jeff: Setup GSoC rubrics spreadsheet

- Done

## GSOC and Outreachy updates

Currently in the phase of requesting slots

Discussion of slots and applications better suited to private call whilst applications in progress

PMC and Mentors have been emailed with details

Decisions on number of slots and feedback on applications can continue over email

April 30 is the deadline for Outreachy

Internships begin May 24 - less than a month away - need to start thinking and planning accordingly

Waylon suggests creating a shared Google calendar for GSOC and Outreachy mentors

## Pending release

Waylon is planning to deploy the latest release unless there are issues that would prevent it

One final fix for web UI to show Row ID instead of Row eTag

## Roadmap

Li will try to review pull requests before end of the week

Li has enabled anonymous access on the Tables demo server

There are some questions about Scan on the forum - Jeff (last to put out a major release of Scan) - will check them out

Should add a notice to Scan Docs and Github like "Has not been updated recently. If you can contribute or assume maintainer responsibility for the project reach out."

Issues review:

#2 <https://github.com/odk-x/tool-suite-X/issues/2>

- Waylon recommends closing this issue
- Agreed to close the issue

#110 <https://github.com/odk-x/tool-suite-X/issues/110>

- Clarify that this issue is for the **form instances**
- Instances are currently sorted, but not in an intuitive way
- Li will comment on the issue, currently stuck
- Discuss whether to create a separate issue for similar functionality for the **form list**

## Question

How can a community member become a member of the Committee?

Every two years elections for the Committee are held. Community members will be notified via the forum and can apply

Making contributions are a good way to boost an application

## **Actions**

- Everyone: brainstorm some little things to improve and tag as easy win/good first issue
- Caroline (eventually): We lost priority tags on issues. We need to go through and check that all our priority tags are restored
- Li: Look into Li, Waylon and Emil collaborating on Azure, CircleCI and JFrog
- Ben to check and make some recommendations for improvements to sync progress bar
- Waylon will eventually set up a shared calendar for GSOC and Outreachy mentors containing milestone dates
- Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding - hold until applications are complete
- Jeff to coordinate with Albert to test Notify
- Caroline to add a notice for Scan to Docs, Github saying the project has not been updated recently. Looking for a maintainer...
- Ben to add sync-endpoint ux improvement issues to the roadmap

Next meeting: 11 May

Facilitator: Ben

# April 13, 2021

Facilitator: Waylon

Note taker: Li

Attendees: Caroline, Waylon, Li, Raquel, Ben, Emil

## **Agenda**

- Previous Action Items
- GSOC & Outreachy Updates
- Release discussion
- Roadmap review
- Recurring tasks (maintenance etc.)

## **Previous Action items**

- Everyone: brainstorm some little things to improve and tag as easy win/good first issue
  - We can still use more easy win/good first issues
- Ben: review sync endpoint look for small UI tweaks
  - (See presentation)
  - Sign in
    - Logo and header
    - Form Width could be narrower

- Landing Page
  - Present account details and list of forms/tables
- Table Navigation
  - Move sidebar to top
  - Start with the rows
- Table Row Actions
  - Move actions to top of page
  - Bulk selection of rows with checkbox
- Consistent UI between Suitcase and Sync Endpoint Web UI. Same terminology and labels.
- Waylon and Emil to meet and test Azure pipeline setup
- Li to check out JFrog and/or
  - Carry over to next meeting
- Caroline: review spanish views and share with Clarice and Albert
- Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding
  - Carried over
- Ben will investigate github angle for being on list for new contrib. -- social impact list (if not ask Dan someone involved with OpenStreetMap)
- Jeff will setup a meeting with GSoC/Outreachy mentors to discuss procedures
- Caroline (eventually): We lost priority tags on issues. We need to go through and check that all our priority tags are restored
  - Carried over
- Jeff: Create ticket to change this in the forum (saved for Outreachy applicants)
- Li: change tables-demo server to accept anonymous
  - Will be updated this week

## Release

- 2.1.8 Preview is out
- Release out next week if no issues

## Roadmap

- #131 has been closed
  - Can we further improve the UI/UX?
  - Ben to review the improved UI/UX
  - Further improvements could be part of GSoC

## GSoC/Outreachy

- GSoC application period closes at 18:00 UTC April 13th
- Decide by May 1st how many slots to request
- May not receive all slots requested
- Decide students by May 11th
- Better to not accept a student than to accept a student who's likely to fail

- All PMC members will read the proposals

**Action Items**

- Everyone: brainstorm some little things to improve and tag as easy win/good first issue
- Ben: Create issues for Sync Endpoint Web UI improvements
- Waylon and Emil to meet and test Azure pipeline setup
- Li: Look into CircleCI and JFrog
- Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding
- Caroline (eventually): We lost priority tags on issues. We need to go through and check that all our priority tags are restored
- Discuss further improvements to sync progress bar
- Jeff: Setup GSoC rubrics spreadsheet

# March 30, 2021

Facilitator: Jeff

Note taker: Waylon

Attendees: Caroline, Jeff, Waylon, Li, Raquel, Ben

## Agenda

- Previous action items
- Updates on GSoC and Outreachy
- Release check-in
- Recurring tasks (maintenance etc.)

## Previous Action items

- Everyone: brainstorm some little things to improve and tag as easy win/good first issue
  - Need more for Outreachy
  - Li has been the super star on this could use help
- Caroline: docs tag easy win good first issue
  - Done
- Caroline: add line edits ones
  - Done
- Ben: review sync endpoint look for small UI tweaks
  - Carry over to next meeting
- Waylon and Emil to meet and test Azure pipeline setup
  - Carry over to next meeting
- Li to check out JFrog
  - Carry over to next meeting
  - Also circle CI android emulators
- Ben to complete [Have a contributor's guide](#) CLEANUP
  - Done
- Caroline: review spanish views and share with Clarice and Albert
  - Carry over to next meeting
- Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding
  - Carry over to next meeting
- Ben will investigate github angle for being on list for new contrib. -- social impact list (if not ask Dan someone involved with OpenStreetMap)
  - Carry over to next meeting
- Jeff: the other two mentors don't have editor access to Github. Need to add them
  - Done

- Caroline (eventually): We lost priority tags on some issues. We need to go through and check that all our priority tags are restored
  - Carry over to next meeting
- Jeff: Create ticket to change this in the forum (saved for Outreachy applicants)
  - Carry over to next meeting

### **Outreachy**

- Contribution started on Monday
- Discussion on where to host information

### **GSoC**

- Entered Application/Proposal Phase
- Evaluate using a spreadsheet of categories of evaluation. We will post the evaluation categories prior to submission.

### **Release Check-In**

- Dependency upgrades on Android are mostly finished
- Need to finish desktop apps dependency upgrades (e.g., app-designer, sync-client)
- Initial upgrades to sync-endpoint complete
- Most GSoC PRs are merged

### **Operational/Recurring Maintenance Tasks**

- Need to change tables-demo to accept anonymous users
- Videos are pending review

### **Long-Term Pending Discussion**

- Learning path discussion for contributor guide

### **Action Items**

- Everyone: brainstorm some little things to improve and tag as easy win/good first issue
  - Need more for Outreachy
- Ben: review sync endpoint look for small UI tweaks
- Waylon and Emil to meet and test Azure pipeline setup
- Li to check out JFrog and/or
  - Carry over to next meeting
  - Also circle CI android emulators
- Caroline: review spanish views and share with Clarice and Albert
- Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding
- Ben will investigate github angle for being on list for new contrib. -- social impact list (if not ask Dan someone involved with OpenStreetMap)
- Jeff will setup a meeting with GSoC/Outreachy mentors to discuss procedures

- Caroline (eventually): We lost priority tags on issues. We need to go through and check that all our priority tags are restored
- Jeff: Create ticket to change this in the forum (saved for Outreachy applicants)
- Li: change tables-demo server to accept anonymous

## March 16, 2021

Facilitator: Caroline

Note taker: Jeff

Attendees: Caroline, Jeff, Waylon, Li, Emil

### Agenda

- Previous action items
- Updates on GSoC and Outreachy
- Release check in
- Issue for review
- Is ODK-X Introductory?
- Roadmap review
- Recurring tasks (maintenance etc.)

### Previous Action items

- Today Waylon will create a Slack channel and add the info to the google doc for Outreachy
  - Done
- Jeff will then update DIAL application
  - Done
- Everyone: brainstorm some little things to improve and tag as easy win/good first issue
  - Maintain this one for the next week. Li is doing a good job of coming up with new ones, but we should all continue to do this alongside. They are starting to get scarce
  - Don't forget to tag them appropriately
- Caroline: docs tag easy win good first issue
  - Not done - carry into next meeting
- Caroline: add line edits ones
  - Not done - carry into next meeting
- Ben: review sync endpoint look for small UI tweaks
  - Not done - carry into next meeting
- Li: Look at easy first wins form creation improvements
  - Done



- Emil to investigate Azure pipeline setup
  - Done, but needs some input from Waylon, Li, or Jeff. There is a pipeline setup but its not clear right now if the tests are running properly.
  - Waylon has sent some feedback, but Jeff or Li should weigh in too
- Ben to complete [Have a contributor's guide](#) CLEANUP
  - Not done - carry into next meeting
- Raquel will share videos
  - First goes to Caroline, then will share with Clarice
- Waylon will find a Spanish watcher
  - Recruited Clarice
- Caroline will upload to channel
- Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding
  - Not done - carry into next meeting
- Ben will investigate github angle for being on list for new contrib. -- social impact list (if not ask Dan someone involved with OpenStreetMap)
  - Not done - carry into next meeting

### **Outreachy**

- Pushed back timeline
- Got a lot of applications and need more time to review them
- March 29th through April 30th for application period

### **GSoC**

- Action item: the other two mentors don't have editor access to Github. Need to add them
- In the student application period and all the chaos that comes with that
- Lots of students completing lots of tickets
- Establishing a process for how mentors coordinate, sharing that from GSoC mentors to Outreachy mentors
- On the DIAL forum we have transitioned from an "Open Data Kit" group to separated "ODK" and "ODK-X" groups.
- Proposal phase starts March 29

### **Release Check In**

- Waylon's computer died, setting up a new one
- Issues with the webkit and file systems permissions that needs to be resolved in the release
- We should more prominently communicate which versions of Android we support.
  - We support 4.4.4 to most recent, at least in theory
  - We break when Google patches things or updates in ways that breaks us
- Action Item: We may have lost priority tags on issues. We need to go through and check that all our priority tags are restored

### Issue for Review

- Should we add a confirmation when leaving?
- Li: It might actually be annoying to have it since you don't lose anything and it just adds another box you have to click
- If we do move forward with a confirmation you should be able to press back again (so press back twice in total) to leave the app
- Table this until Ben can weigh in

### Is ODK-X Introductory?

- Maybe the next stage is growth
- Action item: Create ticket to change this in the forum (saved for Outreachy applicants)

### Roadmap review

- Deleting data in suitcase is now harder
- Including license is now done
- Rename "Done" to "Ready for Release"

### Action Items

- Everyone: brainstorm some little things to improve and tag as easy win/good first issue
- Caroline: docs tag easy win good first issue
- Caroline: add line edits ones
- Ben: review sync endpoint look for small UI tweaks
- Waylon and Emil to meet and test Azure pipeline setup
- Li to check out JFrog
- Ben to complete [Have a contributor's guide](#) CLEANUP
- Caroline: review spanish views and share with Clarice and Albert
- Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding
- Ben will investigate github angle for being on list for new contrib. -- social impact list (if not ask Dan someone involved with OpenStreetMap)
- Jeff: the other two mentors don't have editor access to Github. Need to add them
- Caroline (eventually): We lost priority tags on issues. We need to go through and check that all our priority tags are restored
- Jeff: Create ticket to change this in the forum (saved for Outreachy applicants)

## March 2, 2021

Facilitator: Ben

Note taker: Caroline

Attendees: Caroline, Waylon, Li, Raquel, Ben, Jeff, Emil

### Agenda

- Previous action items
- Updates on Outreachy/GSoC statuses
  - See previous action items
- Need a plan/channels of communication/template for responding to GSoC/Outreachy folks who are going to have questions.
  - Introduce on the Forum
  - Slack good, but no one wants to be on slack all the time, maybe GSoC/Outreachy? Or whatever (Teams?)
- Need lots of starter contributions
  - Good first issue tag
  - Easy win
  - Docs need to add tags
  - Suitcase UI ones
  - Sync-endpoint small changes
  - Login screen still says ODK2 in sync endpoint change
  - Line edits for docs
  - Display id not row etag
- Roadmap review
  - Next release ~March 15
  - Will be sending autocomplete testing to Caroline and Li
- Recurring tasks (maintenance etc.)
- Caroline runs next, Jeff takes notes

### Previous action items

- All to review [GSoC and Outreachy project ideas](#) in next two days
  - GSoC submitted, waiting on result of app. [GSoC List](#)
  - [Outreachy list](#) - Caroline will submit by end of day Tuesday (today)
  - Some divide and conquer of online systems
- Jeff to finalise and submit GSoC application Friday
  - Done!!!
- Emil and Li to collaborate on Azure pipeline setup
  - Login/code issues, now resolved with forwarding
- Ben to complete [Have a contributor's guide](#)
  - Not done, is in docs Outreachy, follow up at least on cleanup
- Raquel to follow up with Caroline re. [videos](#) for YouTube channel
  - Four videos done
  - Will share videos
  - Can revise Spanish translations
- Discuss GitHub "How to contribute to your first project"-issue
  - On the list before but appears to be somewhat random
  - Something to the idea though of getting more contributors!
  - Ask around in GSoC/Outreachy where other projects listed?

### Action items

- Today Waylon will create a Slack channel and add the info to the google doc for Outreachy
- Jeff will then update DIAL application
- Everyone: brainstorm some little things to improve and tag as easy win/good first issue
- Caroline: docs tag easy win good first issue
- Caroline: add line edits ones
- Ben: review sync endpoint look for small UI tweaks
- Li: Look at easy first wins form creation improvements
- Emil to investigate Azure pipeline setup
- Ben to complete [Have a contributor's guide](#) CLEANUP
- Raquel will share videos
- Waylon will find a Spanish watcher
- Caroline will upload to channel
- Jeff can ask GSoC list and Michael Downey about where to list selves for contributor finding
- Ben will investigate github angle for being on list for new contrib. -- social impact list (if not ask Dan someone involved with OpenStreetMap)

## Feb 16, 2021

Facilitator: Emil

Note taker: Ben

Attendees: Caroline, Waylon, Li, Raquel, Ben, Jeff, Emil

### Agenda

- Previous action items
- GSOC Idea Discussion
- Outreachy call
- Azure pipeline setup
- Roadmap review
- Recurring tasks (maintenance etc.)

### Previous action items

- Jeff making progress but needs to actually build ODK Notifications Firebase, update readme
  - Carry over to next meeting
- Jeff further tweaks the PR to add “automatically adjusts for time zone” and “does not automatically adjust for time zone.” Tip with birthdate example.

- Make sure to do the button so Caroline gets an email to re-review
  - Carry over to next meeting
- Emil to look into automated testing on JFrog and/or Azure whether it supports Android emulator tests
  - Waylon has setup an account
  - Emil will connect with Li to get help with setting up pipelines
- Waylon to create an ODK-X Azure account
  - Waylon has setup an account
- Ben to look into keeping multiple mutually incompatible versions of an app on Play Store
  - Only feasible option is to deploy multiple APKs into the Play Store
  - Next step would be to consider Play Store as a roadmap priority
- Caroline to reach out to Jeff to be co-admins for Outreachy
  - Caroline is now a coordinator on GSOC
  - 7 March deadline for mentor project submissions
  - Submission is independent, not with DIAL

## GSOC

ODK-X is a sub-project of DIAL

Action is to settle on project ideas

Cannot have documentation project on GSOC, so will need to have separate project lists to Outreachy

Application date is this Friday, Jeff will need feedback in the next couple of days

DIAL requires two mentors per project

Two former students and mentor offered to mentor this year. So along with Li and Waylon should be enough to cover 2x mentoring requirements.

## Roadmap discussion

Aiming for March release - 2.1.8

## Maintenance actions

Waylon, Jeff and Li to follow up on maintenance actions: website, forum and Tables

Discussion on testing Azure, vs. Github vs JFrog

Should not be a Waylon owned initiative, but group-led decision

Need to have more people who can deploy releases. Currently Waylon and Li can.

## Action items

- All to review [GSOC and Outreachy project ideas](#) in next two days
- Jeff to finalise and submit GSOC application Friday
- Emil and Li to collaborate on Azure pipeline setup
- Ben to complete [Have a contributor's guide](#)

- Raquel to follow up with Caroline re. videos for youTube channel
- Discuss GitHub “How to contribute to your first project”-issue

## Feb 2, 2021

Facilitator: Waylon

Note taker: Li

Attendees: Caroline, Waylon, Li, Raquel, Ben, Emil

### Agenda

- Previous Action Items
- GSOC/Outreachy 2021
- Roadmap review
- Recurring tasks

### Previous action Items

- Demo server content: Ben and Waylon have figured out the expected content
- Automated testing on JFrog and Azure
  - Haven't had time to look into JFrog
  - <https://dev.azure.com/>
  - GitHub Actions' UI isn't very user friendly
- Maven/Ivy investigation deferred until CI solution is found
- docs GitHub template merged
- Waylon's proposal on Sync Protocol revision is in progress
- Spreadsheet of needed videos: done

### GSoC/Outreachy Project Ideas

Waylon

- Export data to Power-BI from sync-endpoint
- Provide a CSV and other export formats to sync-endpoint
- Add different date input prompts to Survey
- Expand suitcase functionality to download all tables, improve UI to interact with the tables on the server.

Li

- A tool to help form writers format/organize forms
  - Possible features:
    - Highlight rows for begin screen/begin if
    - Copy model/choices across subforms

- Could be Excel/Libreoffice Plugin
  - Should avoid inventing a spreadsheet UI
  - Could parse fromDef.json, it contains line numbers
- Improve Services signin (#125)

#### Caroline

- Skip-aware require and constraint
- Enhance Android apps for scoped storage
- Only sync down data for specific user (#95)

#### Emil

- Improve web interface

#### Ben

- Improve upgrading/installing apps
  - Install all apps at once
  - Provision devices with server configuration
  - A tool to bundle a set of ODK-X apps into 1 apk

#### Outreachy

- We have done Outreachy under DIAL before
- We need mentors and admins
- Admins apply and coordinate with Outreachy and mentors
- Mentors works with students
- We will try to apply to both Outreachy and GSoC, possibly under DIAL

#### YouTube

- Raquel could ask university students to help with tutorial videos

#### Action Items

- Jeff making progress but needs to actually build ODK Notifications Firebase, update readme
- Jeff further tweaks the PR to add “automatically adjusts for time zone” and “does not automatically adjust for time zone.” Tip with birthdate example.
  - Make sure to do the button so Caroline gets an email to re-review
- Emil to look into automated testing on JFrog and/or Azure whether it supports Android emulator tests
- Waylon to create an ODK-X Azure account
- Ben to look into keeping multiple mutually incompatible versions of an app on Play Store
- Caroline to reach out to Jeff to be co-admins for Outreachy

# Jan 19th, 2021

Facilitator: Li

Note taker: Waylon

Attendees: Caroline, Waylon, Li, Jeff, Raquel

## Agenda

- Previous Action Items
- GSOC 2021
- Roadmap review
- Recurring tasks

## Review Previous Action Items

1. Ben: eventually figure out what should be on the demo server -- have list of right apps w/Ben, need to figure out database tables
  - a. Carry-over to next meeting
2. Jeff making progress but needs to actually build ODK Notifications Firebase, update read me
  - a. Carry-over to next meeting
3. Jeff further tweaks the PR to add "automatically adjusts for time zone" and "does not automatically adjust for time zone." Tip with birthdate example.
  - a. Make sure to do the button so Caroline gets an email to re-review
  - b. Carry-over to next meeting
4. Emil to look into automated testing on JFrog and/or Azure whether it supports Android emulator tests
  - a. Carry-over to next meeting
5. Waylon investigate JFrog Artifactory - can we switch to all maven and no ivy
  - a. Waiting on Information about JFrog and/or Azure
  - b. Carry-over to next meeting
6. Waylon will update url for release to be tables one.
  - a. Discussion to add anonymous to one server (tables) and leave it off survey
  - b. Tables demo add anonymous

## GSOC

1. Opens Jan 29th for closed Feb 19th for proposal
2. Check to see if we can team up DIAL again
3. Come up with project ideas
  - a. <https://google.github.io/gsocguides/mentor/defining-a-project-ideas-list>



Discussion about closing the documents issue queue. Transferred the issues to Tool-Suite-X queue.

### Action Items

1. Ben: eventually figure out what should be on the demo server -- have list of right apps w/Ben, need to figure out database tables
2. Jeff making progress but needs to actually build ODK Notifications Firebase, update read me
3. Jeff further tweaks the PR to add “automatically adjusts for time zone” and “does not automatically adjust for time zone.” Tip with birthdate example.
  - a. Make sure to do the button so Caroline gets an email to re-review
4. Emil to look into automated testing on JFrog and/or Azure whether it supports Android emulator tests
5. Waylon investigate JFrog Artifactory - can we switch to all maven and no ivy
  - a. Waiting on Information about JFrog and/or Azure
6. Waylon will update url for release to be tables one after
  - a. Discussion to add anonymous to one server (tables) and leave it off survey
7. Everyone should come up with a project idea for GSOC
  - a. <https://google.github.io/gsocguides/mentor/defining-a-project-ideas-list>
8. Li - Edit the github template on docs to remove the wording requirement for an issue
9. Jeff - Add license files to all the the repos
10. Waylon - Write a proposal for sync-endpoint protocol revisions for namespace
11. Caroline - Create a google sheet about needed videos.

**Next call February 2nd**

## Jan 5th, 2021

Facilitator: Caroline

Note taker: Li

Attendees: Caroline, Waylon, Li

### Agenda

- RELEASE!!
- Previous Action Items
- Roadmap review

- Recurring tasks

### Previous Action Items

1. EVERYONE test!
  - a. Done.
2. Waylon investigate JFrog Artifactory - can we switch to all maven and no ivy
  - a. Still investigating
3. Li to try building tables on Mac/github/Android emulators
  - a. Tried on Tables, Services, androidlibrary, and Sync Endpoint
  - b. Android emulator works fine but not very stable for UI tests like the Jenkins installation
  - c. Doesn't have built in test result and test coverage visualization
  - d. <https://github.com/linl33/tables/actions/runs/462891876>
  - e. <https://github.com/linl33/services/actions/runs/454133884>
  - f. <https://github.com/linl33/sync-endpoint/actions/runs/457431815>
4. Li will put links to the Youtube channel up **on website**
  - a. Done
5. Waylon will post to Forum with release
  - a. Done
6. Caroline will promote release on Twitter
  - a. Done
7. Waylon will update url for release to be tables one.
  - a. Deferred to the next call to set the suitable server
  - b. The current demo doesn't have anonymous access

### Action Items

12. Ben: eventually figure out what should be on the demo server -- have list of right apps w/Ben, need to figure out database tables
13. Jeff making progress but needs to actually build ODK Notifications Firebase, update read me
14. Jeff further tweaks the PR to add "automatically adjusts for time zone" and "does not automatically adjust for time zone." Tip with birthdate example.
  - a. Make sure to do the button so Caroline gets an email to re-review
15. Emil to look into automated testing on JFrog and/or Azure whether it supports Android emulator tests
16. Waylon investigate JFrog Artifactory - can we switch to all maven and no ivy
17. Waylon will update url for release to be tables one.

# Dec 15th, 2020

Facilitator: Jeff

Note taker: Caroline

Attendees: Caroline, Waylon, Li, Jeff, Raquel

## **DECISION NEXT MEETING JANUARY 5 -- every two weeks thereafter (Jan. 19 etc.)**

### **Agenda**

- Previous Action Items
- Release planning
- Roadmap review
- Recurring tasks (maintenance etc.)

### **Previous Action Items**

1. Ben to send docs PR for the new tables demo server
  - a. Waylon set up somethings - lost a bit of what Ben had. Putting up full adbpush now.
2. Jeff to investigate ODK Notifications Firebase key problem with JSON.
  - a. Making progress
  - b. Empty json
  - c. Need to update read me
3. Jeff to add documentation for birthdate prompt type
  - a. Jeff did PR and updated
  - b. Caroline and Waylon looked at
  - c. Maybe label every date and time "automatically adjusts for time zone" and "does not automatically adjust for time zone"
4. Jeff further investigating backups of Forum (but had made progress already!)
  - a. Found process! Exact instructions! Has not actually tried them.
  - b. Should be doing a regular download of the backup - can lose access.
  - c. Where to store? Weekly download backup.
  - d. Low priority compared to everything left.
5. Jeff will update libraries on forum once backups figured out
  - a. Did! Forum now up to date (~week ago) DONE!
6. Waylon and Jeff to work together this weekend and send binaries out on Monday
  - a. Done sending binaries
  - b. We are testing! So far so good.
7. Emil and Waylon to look into automated testing on JFrog
  - a. Rollover

8. Li will look into automated testing on Github, and whether it supports Android emulator tests
  - a. Free! For public repositories.
  - b. Kind of? Support running emulators -- Windows/Linux/Mac -- on Mac could run Android emulators. But don't usually build on mac.
  - c. Virtualization is why Windows/Linux don't work.
  - d. Instead -- host own runner on Jenkins (more work)
  - e. Talking about a spin-up docker cluster future option
9. Waylon to close the droplet for the old tables server
  - a. Did??? Pretty sure.
10. Li will put links to the Youtube channel up
  - a. Subscriptions happening from Tweeting and Forum

### **Release!**

1. Need to update url to be the tables one

### **Roadmap review**

1. Progress! Suitcase documentation done; several items into testing (including separation of infrastructure)
2. Let's Encrypt into spec approved.

### **Maintenance**

<https://github.com/odk-x/tool-suite-X/projects/2>

### **Caroline leads next meeting Jan. 5**

### **Action items**

1. Ben: eventually figure out what should be on the demo server -- have list of right apps w/Ben, need to figure out database tables
2. Jeff making progress but needs to actually build ODK Notifications Firebase, update read me
3. Jeff further tweaks the PR to add "automatically adjusts for time zone" and "does not automatically adjust for time zone." Tip with birthdate example.
  - a. Make sure to do the button so Caroline gets an email to re-review
4. EVERYONE test!
  - a. Li has done!
5. Emil to look into automated testing on JFrog and/or Azure whether it supports Android emulator tests
6. Waylon investigate JFrog Artifactory - can we switch to all maven and no ivy
7. Li to try building tables on Mac/github/Android emulators
8. Li will put links to the Youtube channel up on website
9. Waylon will post to Forum with release
10. Caroline will promote release on Twitter

11. Waylon will update url for release to be tables one.

## Dec 1st, 2020

Facilitator: Li

Note taker: Jeff

Attendees: Caroline, Waylon, Raquel, Li, Emil, Jeff

### Agenda

- Previous Action Items
- Release planning
- [Let's Encrypt Changes](#)
- Roadmap review
- Recurring tasks (maintenance etc.)

### Previous Action Items

1. Waylon's Sync Endpoint update
2. Jeff is still working on ODK-X Notify's Firebase authorization JSON
  - a. Jeff reaching out to students over different methods. Tracking down emails
  - b. Waylon knows
3. Jeff to add documentation for birthdate prompt type
  - a. Jeff didn't do it yet, but will
4. Jeff further investigating backups of Forum (but had made progress already!)
  - a. Jeff needs to confirm that it can be restored from the backups
5. Caroline will document that Suitcase you can use  
java -jar suitcase.jar --help  
in the command line interface and it will tell you the options  
See also:  
<https://github.com/odk-x/suitcase/blob/master/src/main/java/org/opedatakit/suitcase/ui/SuitcaseCLI.java>
  1. Made progress, still a couple questions to work through
6. Jeff will update libraries on forum once backups figured out

### Release Planning

1. Jenkins broke. Waylon has probably fixed that but wasn't able to loop back to this yet.
2. There's also a new gradle update.
3. Needs a volunteer to help with the release and approve pull requests. In a 3 or 4 hour block

- a. Jeff will do this
4. New firebase appears to be working, needs more testing

### **Lets Encrypt Changes**

1. Li wrote up a document on what we might do:  
[https://docs.google.com/document/d/11KvB6XAkAp17bny4IPk4Uvobb5n6arbRT\\_iXArbfOns/edit](https://docs.google.com/document/d/11KvB6XAkAp17bny4IPk4Uvobb5n6arbRT_iXArbfOns/edit)
2. Li to turn it into an issue
3. No volunteers for implementation at this time

### **Comms Strategy for the Release**

1. Waylon will post something about it on the forum
2. Caroline will flood it up on twitter

### **Recurring Tasks**

1. Setting up JFrog.io to be our host for repositories. They also have CI/CD support. Since they have automated testing there, and we've run into issues with the emulators, should we switch to JFrog's automated testing?
  - a. Emil and Waylon will look into this
  - b. Could we use Github's CI? Does it to Emulators? Li will look into it
2. Server, Website, and Forum owners will be the same
3. Waylon going to close the droplet for the old tables server

### **Roadmap**

1. Clarice put some youtube videos up. That is now in progress
2. Document Suitcase is not in progress
3. Document Injected JavaScript is in progress
4. We are still in progress in our separation. Firebase is one of the many final things to detach. With this release we will be much closer

### **Action Items**

11. Ben to send docs PR for the new tables demo server
12. Jeff to investigate ODK Notifications Firebase key problem with JSON.
13. Jeff to add documentation for birthdate prompt type
14. Jeff further investigating backups of Forum (but had made progress already!)
15. Jeff will update libraries on forum once backups figured out
16. Waylon and Jeff to work together this weekend and send binaries out on Monday
17. Emil and Waylon to look into automated testing on JFrog
18. Li will look into automated testing on Github, and whether it supports Android emulator tests
19. Waylon to close the droplet for the old tables server
20. Li will put links to the Youtube channel up

# Nov 17th, 2020

Facilitator: Ben

Note taker: Li

Attendees: Caroline, Waylon, Ben, Li, Emil

## Agenda

- Previous Action Items
- Release planning
- [Let's Encrypt Changes](#)
- Roadmap review
- Recurring tasks (maintenance etc.)

## Previous Action Items

1. Waylon's Sync Endpoint update
  - The PR has been merged by Emil
  - More testing will be done by Clarice and Li
2. Ben will update Tables docs - Server is up (tables-demo) make sure ready for release
  - Ben will send PR to update docs
3. Jeff is still working on ODK-X Notify's Firebase authorization JSON
4. Issue #104
  - The new versions of DBs and DB drivers will need Sync Endpoint data to be migrated, i.e. Suitcase download then Suitcase Upload
  - Bump the version number to indicate the incompatibilities
  - We could put the upgrade together with the upcoming Android filesystem update
  - For this release, Sync Endpoint will see minor version upgrades for the DBs and DB drivers
5. Cleaning up stray docs on github
  - Ben made progress, more to be done

## Release Planning

- Website and Android apps will have telemetry hosted on new accounts owned by [odkx.org@gmail.com](mailto:odkx.org@gmail.com). The migration might not be finished for all programs in this release.
- Release binaries will be available by the end of week.
- New feature: birthdate prompt type for Survey. This prompt type is a datetime type that preserves the local timezone.
  - Jeff will work on documentation

## Let's Encrypt

- One of Let's Encrypt's CA certificate's parent certificate will expire in Sept. 2021.
- After the certificate expires Android devices running versions older than 7.1.1
- Possible solutions
  - Use a different CA in the Sync Endpoint script
  - Make it easier to bring your own certificate while using the Sync Endpoint script
  - Install the Let's Encrypt CA certificate through our apps
  - Guide the users to install the CA certificate into the Android root store

## Action Items

21. Ben to send docs PR for the new tables demo server
22. Jeff to investigate ODK Notifications Firebase key problem with JSON.
23. Jeff to add documentation for birthdate prompt type
24. Jeff further investigating backups of Forum (but had made progress already!)
25. Caroline will document that Suitcase you can use  
java -jar suitcase.jar --help  
in the command line interface and it will tell you the options  
See also:  
<https://github.com/odk-x/suitcase/blob/master/src/main/java/org/.opendatakit/suitcase/ui/SuitcaseCLI.java>
26. Jeff will update libraries on forum once backups figured out



# Nov 10th, 2020 - Special Release Update Mtg

Facilitator: Waylon

Note taker: Waylon

Attendees: Waylon, Jeff, Li, Raquel

## **Previous meeting Action items**

1. Li will setup a bigger droplet for the Tables Demo Server - DONE
2. Ben will update Tables docs (will follow up to make sure server un-busted)
3. Jeff to investigate ODK Notifications Firebase key problem with JSON.
4. Everyone: Try out the skunkworks binaries sent by Waylon/Jeff. (documentation here: <https://docs.odk-x.org/notify-using/>) - carried over (blocked by #3)
5. Emil's pull request (Emil needs to update) - DONE
6. Jeff further investigating backups of Forum (but had made progress already!)
7. Waylon will document and close #104 with release
8. Caroline will document that Suitcase you can use  
java -jar suitcase.jar --help  
in the command line interface and it will tell you the options  
See also:  
<https://github.com/odk-x/suitcase/blob/master/src/main/java/org/odkx/suitcase/ui/SuitcaseCLI.java>
9. Ben will try to pick up/finish off cleaning up stray docs on github (Waylon has views/made list)
10. Jeff will update libraries on forum once backups figured out
11. Ben schedule additional release planning meeting for November 10. Emphasise the need to complete action items

## **Notes**

- Reviewed previous meeting action items
- Consensus to move ahead with the release with what is already included with addition of Sync-Endpoint upgrades.
  - Notify inclusion is unknown depending on the scope of work.
- General discussion about the need for infrastructure changes after the next release
- General consensus to attempt to have the binaries available for next meeting Nov 17 for everyone to test.

## **Release Action items**

1. Waylon to Update Sync-Endpoint dependencies.
  - a. Li will verify
2. Ben will update Tables docs - Server is up (tables-demo) make sure ready for release
3. Jeff to investigate ODK Notifications Firebase key problem with JSON.

4. Everyone: Try out the skunkworks binaries sent by Waylon/Jeff. (documentation here: <https://docs.odk-x.org/notify-using/>) - carried over (blocked by #3)
5. Waylon will document and close #104 with release

### **Non-Release Action items to cover next community call**

1. Jeff further investigating backups of Forum (but had made progress already!)
2. Caroline will document that Suitcase you can use  
java -jar suitcase.jar --help  
in the command line interface and it will tell you the options  
See also:  
<https://github.com/odk-x/suitcase/blob/master/src/main/java/org/opedatakit/suitcase/ui/SuitcaseCLI.java>
3. Ben will try to pick up/finish off cleaning up stray docs on github (Waylon has views/made list)
4. Jeff will update libraries on forum once backups figured out

Ben to lead next meeting on November 17

## Nov 3rd, 2020

Facilitator: Caroline

Note taker: Ben

Attendees: Caroline, Waylon, Ben, Li, Raquel

### **Agenda:**

1. Previous Action Items
2. Release planning
3. Roadmap review
4. Recurring tasks (maintenance etc.)

### **Previous Action items**

1. Li will setup a bigger droplet for the Tables Demo Server
  - a. Carried forward
2. Ben will update Tables docs (will follow up to make sure server un-busted)
  - a. In progress
3. Jeff to investigate ODK Notifications Firebase key problem with JSON.
  - a. Carried forward
4. Everyone: Try out the skunkworks binaries sent by Waylon/Jeff. (documentation here: <https://docs.odk-x.org/notify-using/>) - carried over (blocked by #3)
  - a. Dependent on 3, carried forward
5. Emil's pull request (Emil needs to update)

- a. Carried forward
- 6. Jeff further investigating backups of Forum (but had made progress already!)
  - a. Carried forward
- 7. Waylon will document and close #104 with release
  - a. Carried forward
- 8. Caroline will document that Suitcase you can use
 

```
java -jar suitcase.jar --help
```

 in the command line interface and it will tell you the options  
 See also:  
<https://github.com/odk-x/suitcase/blob/master/src/main/java/org/.opendatakit/suitcase/ui/SuitcaseCLI.java>
  - Carried forward
- 9. Ben will try to pick up/finish off cleaning up stray docs on github (Waylon has views/made list)
  - a. Carried forward
- 10. Jeff will update libraries on forum once backups figured out
  - a. Carried forward
- 11. Waylon will double check docker file works
  - a. Done
- 12. Emil do #169 while doing other things in same pull request – “Dash d skip tests”
  - a. Done

## Release planning

Making progress, Jeff approved some pull requests last night.

Upcoming big challenge: Google Play will require targeting of version 10, which has significant updates to files systems. Apps can't generally access the file system anymore.

Affects: adbpush, SD card

Full ramifications of the changes unknown

Recommends skip targeting API 29 and will target 30 (skip Android lvl 10 and go straight to Android lvl 11)

In next release, will add a flag to ignore new file system rules, so the tools will still work with Android 10

This will not work for developers. We will need to put a warning (where?) to alert developers  
 The change (flag?) may not get into this release

Timeframe - 1-2 weeks until completion

## Roadmap review

Reviewing backlog of issues and prioritising: <https://github.com/odk-x/tool-suite-X/issues>

Issues labelled and prioritised starting at #66 and descending.

## Recurring tasks

Li to contact Waylon if can't upgrade droplet for demo server by end of week.

Comms strategy: tweets supporting the release, release notes, forum post with release notes

Additional meeting to be scheduled for next week to plan for the release – 10 November

### **Action items**

6. Li will setup a bigger droplet for the Tables Demo Server
7. Ben will update Tables docs (will follow up to make sure server un-busted)
8. Jeff to investigate ODK Notifications Firebase key problem with JSON.
9. Everyone: Try out the skunkworks binaries sent by Waylon/Jeff. (documentation here: <https://docs.odk-x.org/notify-using/>) - carried over (blocked by #3)
10. Emil's pull request (Emil needs to update)
11. Jeff further investigating backups of Forum (but had made progress already!)
12. Waylon will document and close #104 with release
13. Caroline will document that Suitcase you can use  
java -jar suitcase.jar --help  
in the command line interface and it will tell you the options  
See also:  
<https://github.com/odk-x/suitcase/blob/master/src/main/java/org/opendatakit/suitcase/ui/SuitcaseCLI.java>
14. Ben will try to pick up/finish off cleaning up stray docs on github (Waylon has views/made list)
15. Jeff will update libraries on forum once backups figured out
16. Ben schedule additional release planning meeting for November 10. Emphasise the need to complete action items

Ben to lead next meeting on November 10

## Oct 20th, 2020

Facilitator: Jeff

Note taker: Caroline

Attendees: Waylon, Jeff, Ben, Caroline, Emil

### **Agenda:**

5. Previous Action Items

6. Release planning
7. Roadmap review
8. Recurring tasks (maintenance etc.)

#### Previous Action Items

1. Li will setup a bigger droplet for the Tables Demo Server
  - a. We don't think this has happened?
2. Ben will review Tables demo documentation and update Caroline - carried over
  - a. Sent google doc
  - b. Will update docs
  - c. Server busted
3. Jeff to investigate ODK Notifications Firebase key problem with JSON.
  - a. Roll forward
4. Everyone: Try out the skunkworks binaries sent by Waylon/Jeff. (documentation here: <https://docs.odk-x.org/notify-using/>) - carried over (blocked by #3)
5. Emil's pull request
  - a. Hasn't updated yet
6. Jeff get backups of forum
  - a. Talked to Yaw. Think? Being automatically being backed up?
  - b. Figuring out how to do it... we do have backups within the system
  - c. No admin. Access yet -- on Yaw's hosting company
  - d. May be a plug in/add on?
  - e. There is a big list of backups in admin -- exist! nightly/daily -- not sure if can download and then restore from?

#### Release planning

1. Build server restored
2. Most infrastructure restored
3. This release will focus primarily on security updates etc.
4. Trying to get switched over to new firebase, new birthdate/time and anything else ppl get done in the next couple of weeks
5. Would like to include alpha of notify (Jeff may coordinate with Li in JSON thing)
6. Timeline: end of month/first part Nov.

#### Roadmap

1. Database migration merged but need to test
2. Document version -- Waylon will do with release
3. Once server back up/docs updated will be done with easy
4. Dates -- done one of several
5. Document notify -- pending review -- already know one thing needs to be updated (services Firebase key)

#### Recurring stuff

1. Issues queue
  - a. Did middle -- oldest and newest still to go
  - b.

### **Action items**

17. Li will setup a bigger droplet for the Tables Demo Server
18. Ben will update Tables docs (will follow up to make sure server un-busted)
19. Jeff to investigate ODK Notifications Firebase key problem with JSON.
20. Everyone: Try out the skunkworks binaries sent by Waylon/Jeff. (documentation here: <https://docs.odk-x.org/notify-using/>) - carried over (blocked by #3)
21. Emil's pull request (Emil needs to update)
22. Jeff further investigating backups of Forum (but had made progress already!)
23. Waylon will document and close #104 with release
24. Caroline will document that Suitcase you can use  
java -jar suitcase.jar --help  
in the command line interface and it will tell you the options  
See also:  
<https://github.com/odk-x/suitcase/blob/master/src/main/java/org/.opendatakit/suitcase/ui/SuitcaseCLI.java>
25. Ben will try to pick up/finish off cleaning up stray docs on github (Waylon has views/made list)
26. Jeff will update libraries on forum once backups figured out
27. Waylon will double check docker file works
28. Emil do #169 while doing other things in same pull request
  - a. "Dash d skip tests"

## Oct 6th, 2020

Facilitator: Waylon

Note taker: Jeff

Attendees: Waylon, Jeff, Ben, Carline, Emil, Li, Raquel

### **Agenda:**

9. Previous Action Items
  10. What should we do with the Tables Demo?
  11. Notify Website release and demo servers
  12. Communications (website, docs, or twitter)
  13. Maintenance
  14. Roadmap
- 
1. Previous Action Items

1. Ben will review Tables demo documentation and update Caroline - carried over
  - a. Not done. Pending Tables Demo being fixed
2. Jeff will check in with GSoC mentors to identify if further documentation is needed - carried over
  - a. Haven't heard back from the mentors as they've been busy with starting school. We should reach out, though we may wait until we've tested the binaries
3. Waylon and Jeff to provide binaries of the skunkworks-bat for the TSC.- carried over
  - a. Discovered a problem. With Firebase, we can't use the same official ODK signing key. So it won't be able to talk to services - <https://stackoverflow.com/questions/38768053/how-can-i-edit-google-service-json-where-in-root-folder-from-app>
  - b. We need to figure out how to initialize Firebase at runtime rather than at build time.
  - c. Solution to the above was implemented in a previous year. The app should download a json file that includes the firebase key
  - d. Jeff to investigate the status of the JSON solution or find a new one
4. Everyone: Try out the skunkworks binaries sent by Waylon/Jeff. (documentation here: <https://docs.odk-x.org/notify-using/>) - carried over
  - a. Blocked by #3
5. Jeff to send GSoC closing experience statement to Caroline
  - a. Done
6. Caroline and Emil will work together to update the website
  - a. Done
7. Emil's pull request

## 2. What should we do with the Tables Demo

Do we want it to be ".com" or ".org"?

- Either Li will setup a bigger droplet. Next size up, same as survey demo. Also give it the new domain name. Set up auto-renew of certificates.
- Name should be tables-demo.odk-x.org (the same convention as survey demo)

## 3. Notify, website release and demo servers

Mostly discussed above

- Waylon resurrecting Jenkins build system.
- Need a release out this month to deal with crashlytics
- Goal to get a release out this month.

## 4. Communications

## 5. Maintenance

- Our current discourse server is hosted by Yaw's company. The good is that its free for us and we don't have to do much maintenance. The bad is that we don't have direct control, which can be risky and depends on Yaw's time.
  - Discussion result: we will stay there for now, but we will try to get backups (Jeff action item)
- Waylon rebuilt the docs system. Big version upgrade, so keep an eye out for bugs
- While we're waiting on CircleCI Waylon is resurrecting Jenkins CI

## 6. Roadmap

- Can we have the demo servers available at the time of release? Hopefully everything will come together as a full resurfacing
- Date Time without Time Zone needs to be in this release
  - This will need documentation in the xlsx converter section

## Action Items

29. Li will setup a bigger droplet for the Tables Demo Server
30. Ben will review Tables demo documentation and update Caroline - carried over
31. Jeff to investigate ODK Notifications Firebase key problem with JSON.
32. Everyone: Try out the skunkworks binaries sent by Waylon/Jeff. (documentation here: <https://docs.odk-x.org/notify-using/>) - carried over (blocked by #3)
33. Emil's pull request
34. Jeff get backups of forum

# Sep 22nd, 2020

Facilitator: Emil

Note taker: Waylon

Attendees:

## Agenda:

1. Previous Action Items
2. Comm. strategy update
3. Release planning
4. Issues: Go through the open issues <https://github.com/odk-x/tool-suite-X/issues>
5. Roadmap Review.
6. Recurring tasks (maintenance etc): <https://github.com/odk-x/tool-suite-X/projects/2>



#### 1: Previous Action Items:

1. Ben will review Tables demo documentation and update Caroline - carried over
2. Check on maintenance tasks: <https://github.com/odk-x/tool-suite-X/projects/2>
3. Jeff will check in with GSoC mentors to identify if further documentation is needed
4. Waylon and Jeff to provide binaries of the skunkworks-bat for the TSC.
5. Everyone: Try out the skunkworks binaries sent by Waylon/Jeff. (documentation here: <https://docs.odk-x.org/notify-using/>)

#### 2: Comm. strategy update

- Continued building a following on Twitter
- GSoC Summer of Code Content
- Website improvements - content improvements
- Think about how to make the community call more appealing to more people

#### 3: Release planning

- Release planned for October
- Need improvements in build pipeline

#### 4: Issues/Roadmap Review

- Reviewed and Discussed

#### 5: Recurring tasks

- Reviewed and Discussed

#### Action Items

8. Ben will review Tables demo documentation and update Caroline - carried over
9. Jeff will check in with GSoC mentors to identify if further documentation is needed - carried over
10. Waylon and Jeff to provide binaries of the skunkworks-bat for the TSC.- carried over
11. Everyone: Try out the skunkworks binaries sent by Waylon/Jeff. (documentation here: <https://docs.odk-x.org/notify-using/>) - carried over
12. Jeff to send GSoC closing experience statement to Caroline
13. Caroline and Emil will work together to update the website
14. Emil's pull request

Waylon will facilitate next meeting on Oct 6th.

## Sep 8th, 2020

Facilitator: Ben

Note taker: Emil

Attendees: Waylon, Emil, Li, Jeff, Ben, Caroline

### Agenda:

1. Previous Action Items
2. Review **In Progress** items: <https://github.com/odk-x/tool-suite-X/projects/1>
3. **Recurring tasks** (maintenance etc): <https://github.com/odk-x/tool-suite-X/projects/2>

### Previous Action items

1. Ben has started a document on Google drive ([https://docs.google.com/spreadsheets/d/1f\\_tsMyIHV6yQQaLdYveuFkQl31LPThStZEw7VJVTOUA/edit#gid=0](https://docs.google.com/spreadsheets/d/1f_tsMyIHV6yQQaLdYveuFkQl31LPThStZEw7VJVTOUA/edit#gid=0)). It still needs to be completed. Will be carried over...
2. Check on maintenance tasks: <https://github.com/odk-x/tool-suite-X/projects/2>
3. Waylon has set up email forwards (all recipients need to individually verify their email addresses using the email from Waylon). Custom email aliases can be set up as required. When responding to emails, please cc the team address, so that everybody can follow the thread / avoid doubly answering emails.

### Roadmap review

Instead of a general review of the roadmap, Ben suggests to focus on items “in progress”.

Ticket #52 (Database migration): GSoC is wrapping up and Jeff is working on getting the pull requests merged into the code base. Waylon inquired as to how the GSoC documentation project is going.

Ticket #124 (Refresh the docs with a learning path): Caroline is feeling a sense of doneness. Moved to “done”.

Ticket #123 (Create an Easy to install Demo App): Ben suggests to close #124 and keep #123 open to hold the current functional and documentation changes for the demo app. Ben will update the task and continue the work.

Ticket #88: Nobody is currently working on this, so it is put back into “Under consideration”.

Ticket #86 (Have a contributor’s guide): Waylon: There is still a lot of work to be done in relation to this (clean up of wiki, where to find things etc.).

Ben: It is still a goal to have a clear contributor’s guide, however nobody is working on this now, so it is moved to “spec approved”.

Ticket #97 (Visual calendar): Partially released on version 2.1.4 (one of the widgets have been added, but others are still needed). Task is in progress/has been started, so it is left in “in progress”.

Ticket #98 (clean app designer): Has been documented, so moved from “Released” to “Done”. Caroline will check if the documentation is correct.

New issues:

Waylon will raise issue(s) covering the work needed for providing the apps in the app store (e.g. creating a new identity for app store, firebase, decide strategy as to whether or not to bundle the apps into one etc.)

## Other business

- Skunkworks bat: Waylon raised the question as to whether the skunkworks-bat is ready to be included in the next release. Jeff will provide binaries for the TSC to have it tested within the group.
- Encryption key: We are currently using the old ODK encryption/signing key. Changing the encryption key will cause backwards incompatibility issues. It is probably easier for ODK to change their key, since they just have one app. No clear benefit of changing the key. Perhaps this should be included in the CI/CD setup.
- CI/CD pipeline work is added to the “maintenance tasks” (Emil) to keep track of the progress on this.

## Recurring tasks

No news regarding maintenance tasks.

## Action items

15. Ben will review Tables demo documentation and update Caroline - carried over
16. Check on maintenance tasks: <https://github.com/odk-x/tool-suite-X/projects/2>
17. Jeff will check in with GSoC mentors to identify if further documentation is needed
18. Waylon and Jeff to provide binaries of the skunkworks-bat for the TSC.
19. Everyone: Try out the skunkworks binaries sent by Waylon/Jeff. (documentation here: <https://docs.odk-x.org/notify-using/>)

## Next meeting

22nd September

Facilitator: Emil

# Aug 25th, 2020

Facilitator: Li

Note taker: Ben

Attendees: Li, Emil, Waylon, Ben, Caroline

## Agenda:

4. Previous Action Items
5. Communication strategy
6. Recurring tasks (maintenance etc)

## Previous action items

1. Ben began reviewing Tables demo documentation but not complete. Carry over action. Regarding current demo server forum issue, assumption is that the Geotagger app has accrued alot of user images and they need to be deleted to improve the sync. This will happen when we switch to the new demo server
2. Waylon has not yet updated <https://odk-x.org/help/> to use a different email address, as AWS requires onerous lock-in to various services
3. Emil has put a link to the docs on the frontpage of odk-x.org, as well as some other updates. Pull request has been submitted. Other changes:
  - a. Sidebar on software page
  - b. Sidebar on community page
  - c. Standalone documentation page

## Communication strategy

Raquel has provided a document outlining Twitter strategies

[https://docs.google.com/spreadsheets/d/1u5Or7RJB1uCpML7OyXWZXLS\\_Q9Nf\\_BMzH9wKkE\\_WvNhA/](https://docs.google.com/spreadsheets/d/1u5Or7RJB1uCpML7OyXWZXLS_Q9Nf_BMzH9wKkE_WvNhA/)

Some recommendations have been implemented

Caroline currently active

Plan is to use the sheet to coordinate activity when more of use are tweeting

## Recurring tasks

Maintenance tasks, such as updating security patches, setting up new infrastructure, running updates

We need a way to remind ourselves and keep track of the maintenance items

Decision to create a separate roadmap in github to keep track of tasks

<https://github.com/odk-x/tool-suite-X/projects/2>

Add a standing action item to check the maintenance tasks on the new Roadmap

## Action items

- 20. Ben will review Tables demo documentation and update Caroline - carried over
- 21. Check on maintenance tasks: <https://github.com/odk-x/tool-suite-X/projects/2>
- 22. Waylon to update <https://odk-x.org/help/> to use a different email address

## Next meeting

8 September

Facilitator: Ben

# Aug 11th, 2020

Facilitator: Caroline

Note taker: Li

Attendees: Li, Emil, Waylon, Ben, Caroline, Raquel

### Tentative agenda:

- 7. Previous Action Items
- 8. Twitter off and rolling, follow and retweet: [https://twitter.com/ODK\\_X\\_Tools](https://twitter.com/ODK_X_Tools)
- 9. Roadmap review
- 10. Recurring tasks (maintenance etc.)

### Previous Action Items

- 1. Ben set up a recurring Skype call with ODK-X as the owner
- 2. Emil and Waylon made progress on CircleCI, will take some more time to finish as we setup short, medium, and long term targets.
- 3. ODK-X's first tweet is up, we're up to 25 followers
- 4. Jeff notified TSC-1 our vote on the separation MOU
- 5. Raquel has started a document on potential/future tweets

### Communication Strategy

[https://docs.google.com/document/d/1n2hNwne1beDCVBhVu2fZMEiNvzYjGliw2QY3wxtYw\\_wc/](https://docs.google.com/document/d/1n2hNwne1beDCVBhVu2fZMEiNvzYjGliw2QY3wxtYw_wc/)

Email

ODK-X will use an email for accounts/admin purposes and a different email address for general communication.

Website

There are plugins we could use to embed forum posts and Twitter tweets on the website.

- Put a Twitter link on odk-x.org
- Put ODK-X's Twitter feed on odk-x.org
- After creating a showcase section on the forum, put a feed on odk-x.org
- The docs could be more discoverable on odk-x.org (Emil)

#### Forum

- Create a showcase section on the forum

#### Roadmap

<https://github.com/odk-x/tool-suite-X/projects/1>

#### Action Items

1. Ben will review Tables demo documentation and update Caroline, still following up with Albert -- see also Forum post (may or may not be related):  
<https://forum.odk-x.org/t/odk-tables-tea-sample-app-not-rendering/828/2>
2. Waylon will update <https://odk-x.org/help/> to use a different email address
3. Emil will put a link to the docs on the frontpage of odk-x.org

# July 28th, 2020

Facilitator: Ben

Note taker: Caroline

Attendees: Li, Emil, Waylon, Ben, Caroline, Raquel

## **Tentative agenda:**

1. Previous Action Items
2. Comms strategy
3. Governance wording
4. Roadmap
5. Reoccurring tasks: Maintenance of website etc.

## **Previous Action Items**

1. Emil to get androidlibrary tests working on an emulator on CircleCI (carried over from multiple)
  - a. Some of the tests working! Meeting with Waylon later this week for further help.  
In progress!
2. Ben will write up a one pager about twitter (carried over)
  - a. There is a document!
3. Ben will finish Tables demo and update Caroline
  - a. Not done...

## **Comms strategy**

1. Ben made, yay! Link:  
<https://docs.google.com/document/d/1n2hNwne1beDCVBhVu2fZMEiNvzYjGliw2QY3wxtYwwc/edit>
2. Goals, audiences, channels topics therein
3. Questions:
  - a. Twitter -- exists, but no action
  - b. Email -- keep private?
  - c. Goal of conversation -- next one or two most important things
4. Question: how would sponsors contact us?
  - a. May need to add to email.

Carry over roadmap

Carry over recurring tasks

Caroline will facilitate next meeting Tuesday August 11

## Review of MOU

1. Reviewed.
2. Everyone voted -- all yeses.
3. We have approved. Now need TSC-1 vote, then PMC for separation

## Action Items

1. Ben will figure out how to make ODK-X email the owner of a skype meeting so that everyone can recur meetings with the same link etc.
2. Emil to FINISH getting androidlibrary tests working on an emulator on CircleCI (carried over from multiple) with support from Waylon
3. Ben will review Tables demo documentation and update Caroline, still following up with Albert -- see also Forum post (may or may not be related):  
<https://forum.odk-x.org/t/odk-tables-tea-sample-app-not-rendering/828/2>
4. Caroline to Tweet a few tweets
5. Come back to comms next meeting -- remaining four channels next meeting
6. Carry over roadmap to next agenda
7. Carry over recurring tasks to next agenda
8. Jeff will tell TSC-1 that we voted and they need to vote.
9. Raquel starting with a tweet list shared doc

# July 14th, 2020

Facilitator: Waylon

Note taker: Jeff

Attendees: Li, Emil, Jeff, Waylon, Ben, Caroline

## Tentative agenda:

1. Previous Action Items
2. Docs
3. Roadmap
4. GSoC

## Previous Action Items

1. Waylon and Jeff will create forwards for the [odkx.org@gmail.com](mailto:odkx.org@gmail.com) so that the email is monitored (carried over from multiple previous meetings)



- a. Done!
2. Emil to get androidlibrary tests working on an emulator on CircleCI (carried over from multiple previous meetings)
  - a. Emil got this building on his local PC, but it is not done yet
3. Ben will investigate conferencing options (carried over from previous meeting)
  - a. Uberconference features are no longer free. Ben reviewed a bunch of options
  - b. Ben recommends we swap to skype because we can have unlimited length calls with no account necessary
4. Ben will write up a one pager about twitter
  - a. Not done yet

## **GSoC**

- Code is chugging along well. Goal is to do first half of summer on database migration (which seems to be finishing up now). Second half of summer will be on documentation
- Waylon suggested that we have an “In Progress” section of the docs where partially completed sections can be built over a series of pull requests.

## **Docs Update**

- Added clarifications in the getting started
- Has more suggestions for clarifications from a new research assistant that are in progress
- Working on detangling App Designer “Building an App” complexity

## **Email**

- We have a central email and an alias email
- The alias email usually gives a canned response to redirect people to the forum or other appropriate channel
- Maybe there is value in having an alias email. Such as if we were doing interviews. General inquiries to leadership etc

## **Comms Strategy**

- Next time we should talk about it in more detail
- Ben has spent some time thinking about it. Twitter should probably be sufficient and would be our main strategy. For emails, lets wait until its a problem to fix it
- Raquel has interest in helping out with Twitter

## **Roadmap**

- Non coding projects
  - Waylon trying to come up with smaller tasks that are not technical
  - Should add these to the issue queue

- For example, all the “About” sections on Github are wrong
- Should be centralized onto the Roadmap

### **Upgrade Process**

- Ben’s org has investigated upgrading from their current pre-release version to the latest version of ODK-X
- Will be happening over the course of a few months
- Good opportunity to learn and improve the upgrade process

### **Action Items**

10. Emil to get androidlibrary tests working on an emulator on CircleCI (carried over from multiple)
11. Ben will write up a one pager about twitter (carried over)
12. Ben will finish Tables demo and update Caroline

## June 30th, 2020

Facilitator: Li

Note taker: Waylon

Attendees: Li, Emil, Jeff, Waylon, Raquel, Ben, Caroline

### **Tentative agenda:**

5. Previous Action Items
6. Documentation Update
7. Discuss on issues

### **Previous Action Items**

1. Waylon and Jeff will create forwards for the [odkx.org@gmail.com](mailto:odkx.org@gmail.com) so that the email is monitored (carried over from multiple previous meetings)
2. Emil to get androidlibrary tests working on an emulator on CircleCI (carried over from multiple previous meetings)
3. Li checked about GitHub messages on the issues page - we cannot, GitHub can do something special. Instead use website link with tag.
4. Ben will investigate conferencing options (carried over from previous meeting)

### **Documentation Updates**

- Ben and Albert got the Tables demo updated with a reduced set of forms. Ben will go through the documentation and make suggestions for improvement.
- Next is redoing app-designer/application building

## GSoC

- Moving forward
- Have started document

Discussion on issue #159 - <https://github.com/odk-x/tool-suite-X/issues/159> - See Issue

Discussion on pinning repositories in github.

## Action Items

5. Waylon and Jeff will create forwards for the [odkx.org@gmail.com](mailto:odkx.org@gmail.com) so that the email is monitored (carried over from multiple previous meetings)
6. Emil to get androidlibrary tests working on an emulator on CircleCI (carried over from multiple previous meetings)
7. Ben will investigate conferencing options (carried over from previous meeting)
8. Ben will write up a one pager about twitter

Next Meeting Facilitator: Waylon

# June 16th, 2020

Facilitator: Emil

Note taker: Li

Attendees: Ben, Caroline, Li, Emil, Jeff

Absent: Waylon, Raquel

## **Tentative agenda:**

8. Previous Action Items
9. Communication strategy / Community visibility
10. Documentation updates
11. GSoC updates
12. Roadmap - <https://github.com/odk-x/tool-suite-X/projects/1>

## Previous Action Items

1. Ben granted every member of the TSC full access to 1Password
2. Jeff communicated documentation expectations to the GSoC mentors, will check in later
3. Emil could not find a tool to generate documentation from JSDoc

## Communication strategy / Community visibility

### Ideas

- Tweet features/use-cases of ODK-X
- Identify target audience and goals then form a concrete strategy
- ODK-X's Twitter could re-tweet mentions of ODK-X
- Deployment showcases on the forum

## Documentation Updates

- Caroline is reworking documentation structure
- Jeff is working with Albert on a technical issue for the Tables learning path

## GSoC

- Technical work planned for the first half and documentation for the second half

## Action Items

9. Waylon and Jeff will create forwards for the [odkx.org@gmail.com](mailto:odkx.org@gmail.com) so that the email is monitored (carried over from previous meeting)
10. Emil to get androidlibrary tests working on an emulator on CircleCI (carried over from previous meeting)

11. Li will check if GitHub allows a message to be put on the issues page to point people to good-first-issues/features requests.
12. Ben will investigate conferencing options

# June 2nd, 2020

Facilitator: Jeff

Note taker: Emil

Audio: (where do we get the link to this?)

Attendees: Waylon, Caroline, Li, Emil, Jeff

Absent: Ben, Raquel

## Agenda:

13. Previous Action Items
14. Managing access to our shared credentials (bus factor)
15. Developer Experience (especially Survey javascript)

## Previous Action items discussion:

- Jeff has set up Facebook; <https://www.facebook.com/ODKXORG> - Jeff will follow up with Ben

## GSoC update

- ODK-X subgroup of DIAL
- Students productive and pushing code.

## Documentation Update from Caroline: ( Documentation here: <https://docs.odk-x.org/> )

- Getting to a more manageable sidebar. Still work to be done trying to figure out redundancies.
- Survey stuff is done! :-)
- Perhaps Application Designer section could be un-nested
- ODK Aggregate is still 'supported' on the docs but on the forum we usually recommend otherwise.

## Action items

13. Waylon and Jeff will create forwards for the [odkx.org@gmail.com](mailto:odkx.org@gmail.com) so that the email is monitored (carried over from previous meeting)
14. Emil to get androidlibrary tests working on an emulator on CircleCI (carried over from previous meeting)
15. Follow-up with Ben regarding bus factor increase on shared password system
16. Jeff to follow up with GSoC students to highlight importance of documentation regarding the skunkworks stuff
17. Jeff to follow up with GSoC students to see if they will use the GitHub roadmap
18. Caroline to update some of the documentation items on the GitHub roadmap

19. Emil to see if documentation can feasibly be auto generated based on JSDoc comments

**Agenda topics for next meeting:**

- Communication / Self promotion strategy. Do we use twitter (Caroline)
- The roadmap in GitHub: <https://github.com/odk-x/tool-suite-X/projects/1> (Emil)

## May 19th, 2020

Facilitator: Ben

Note taker: Jeff

Audio:

**Agenda:**

16. Previous Action Items
17. Documentation Update
18. Short-term Roadmap Discussion
19. Great migration (transition update)
- 20.

**Previous Action items discussion:**

- Waylon and Jeff will create forwards for the [odkx.org@gmail.com](mailto:odkx.org@gmail.com) so that the email is monitored
  - No progress, still TODO for next meeting
- Ben to complete estimate of operating costs based on the services in [this sheet](#)
- Ben to request a NFP free account via 1password NFP Github
- Ben documents showcase issues (carried over from previous meeting)
  - Blocked on Albert, still TODO
- Ben will raise an issue to get the social media accounts - Twitter and Facebook – added to the odk-x.org website
  - Done except for facebook.
  - Need a personal facebook account
  - TODO: Jeff set it up because he has a personal account
- Waylon and Emil to follow up on Infrastructure fixing with Circle-CI so it builds Pull Requests
  - Ongoing task, but certain steps are done
  - The unit tests are working, but we need emulators. Some of that still lives on a Jenkins server for now
  - TODO: Get androidlibrary to run tests on an emulator
- Waylon to follow up with Ben on light technical tasks that need doing
  - Still TODO pending Waylon giving Ben a list

## **Documentation Update**

- Caroline updated and commented on a lot of the tasks created at the convening
- Waylon has responded to some of them
- Would be good to check off those that are done
- Waylon or Jeff will have to go in and close things
- Should we add some more to the roadmap?
- TODO: Improve Caroline's Github permissions and access around docs so that she can label and organize issues better
- Should we combine the description of the tool (which is currently in a small awkward page) and combine it with the "Using" section
  - Consensus is that they should be smooshed

## **Short term Roadmap Discussion**

- Priorities:
  - 1. Docs
  - 2. Great migration
  - 3. Bug fixes and release (this hasn't made the cut with people's capacity lately, but should improve the next couple weeks)
- When are docs done? Lets get a shared picture of what is left or when it drops in priority
  - Better learning path
    - More than half way through this
    - New getting started architect in a PR
    - Survey learning path is pretty much there
    - Could use a review from Ben or others
    - TODO: Tables learning path
    - Combine the "building an app" and "app designer" sections
    - Launching intent documentation and submit a notify documentation
    - Higher priority is the learning path which we can build comms around and get people started
  - Next milestone timeline
    - Maybe 1 month pending externalities like the Tables Demo server
    - Milestone is that we're ready to have people try out the learning path and we can promote it more
- Lets continue with the docs as the primary priority
  - In the next 4 to 8 weeks we should be able to shift to another priority
  - At the next meeting we can discuss what the next top priority will be after documentation

## **Great Migration Update**

- Most of the remaining discussion and work is happening on the getodk forum



## Action items

20. Waylon and Jeff will create forwards for the [odkx.org@gmail.com](mailto:odkx.org@gmail.com) so that the email is monitored (carried over from previous meeting)
21. Ben documents showcase issues (carried over from previous meeting, pending Albert response)
22. Jeff sets up Facebook and passes link to Ben
23. Waylon and Emil get androidlibrary tests working on an emulator on CircleCI
24. Waylon (and Jeff and Li) to follow up with Ben on light technical tasks that need doing (carried over from previous meeting)
25. Waylon to improve Caroline's Github permissions and access around docs so that she can label and organize issues better. Ben and everyone else should have full access for the issue queue

## May 5th, 2020

Facilitator: Waylon

Note taker: Ben

Audio:

[https://www.uberconference.com/getmp3/AMIfv95tNb5DpcjgYyzG8IWeDMiFCwPFdI9MKJwERZofRHcvUnQ8aRStC5EI2eJqLWJSPiPQfXoqFm8LyLWtYaJcBH34RbYaVBW\\_0YgbN7F40V1CA7egOZKLtxuWoVqTnby8j5KjkGDZzDo3Ep34huBWrSo0YjjDQ.mp3](https://www.uberconference.com/getmp3/AMIfv95tNb5DpcjgYyzG8IWeDMiFCwPFdI9MKJwERZofRHcvUnQ8aRStC5EI2eJqLWJSPiPQfXoqFm8LyLWtYaJcBH34RbYaVBW_0YgbN7F40V1CA7egOZKLtxuWoVqTnby8j5KjkGDZzDo3Ep34huBWrSo0YjjDQ.mp3)

Attendees: Waylon, Caroline, Li, Ben, Emil, Jeff

Absent: Raquel

### Agenda:

21. Previous Action Items
22. GSoC
23. Great migration (transition update)
24. Documentation Update
25. Short-term Roadmap Discussion
  - Docs -  
<https://github.com/odk-x/tool-suite-X/issues?q=is%3Aissue+is%3Aopen+label%3Aconvening-2019-documentation>
  - Revamp Infrastructure
  - Next release
  - Bug fixes

### Previous Action items discussion:

1. Ben will compile a list of the new accounts incl. overview of incurred costs, consolidate logins and possibly create a shared password vault
  - a. List of accounts is compiled here:  
[https://docs.google.com/spreadsheets/d/1Oa8nwglFn0RwfOJu8FKV\\_mZPWhZeKbbcuAKgLVNkjr4/edit#gid=1953525655](https://docs.google.com/spreadsheets/d/1Oa8nwglFn0RwfOJu8FKV_mZPWhZeKbbcuAKgLVNkjr4/edit#gid=1953525655)
    - i. Waylon and Jeff will create forwards for the [odkx.org@gmail.com](mailto:odkx.org@gmail.com) so that the email is monitored
    - ii. TSC to complete list of services in the spreadsheet
    - iii. Ben to complete estimate of operating costs based on those services
2. Ben strategy (other than google docs) for managing credentials (e.g. for servers etc. as well)
  - a. Setup 1password Teams account at <https://odk-x.1password.com/>.
  - b. Ben to request a NFP free account via 1password NFP Github
3. Ben documents showcase issues (carried over from previous meeting)
  - a. Not done. Waiting on Albert to remove unneeded apps from Showcase server. Albert requires input from Waylon or Li
4. Ben will investigate new org. Website (carried over from previous meeting)
  - a. Checked with Yaw on overall DSFSG progress - recommendation is to pause this until other migration and governance issues are completed
5. Caroline: Doing more work on the odk-x forum (forum.odk-x.org), e.g. a welcome post
  - a. Done.
  - b. Waylon and Caroline are actively moderating the forum.
6. Ben: Will post (many) relevant links to forum.odk-x.org on the forum.getodk.com forum
  - a. Done
7. Waylon to setup call with Emil for infrastructure;
  - a. Emil to set-up Circle-CI workflow on PRs
8. Try out the automatic https/SSL docker feature before it is merged.
  - a. Done

## GSOC

Jeff: have accepted both student applicants

Yankatesh? Will continue the notifications project. Mentored by Harsh Gupta

Just been announced, work has not started yet

Caroline noted that mentors and students should be nudged to document progress

## Great migration

Ben will raise an issue to get the social media accounts - Twitter and Facebook – added to the odk-x.org website

## Documentation update

A large set of changes are partially complete

Getting started user guides are being redistributed into different sections

If people want to test the [Trying out a Survey app](#) document that is ready to go

What is the difference between App Designer and XLSX converter sections?

<https://docs.odk-x.org/xlsx-converter-intro/>

<https://docs.odk-x.org/app-designer-intro/>

Waylon - the project will move away from App Designer in the future, but XLS converter will endure.

Caroline - then keep XLS separate for now

## Short-term Roadmap Discussion

- Caroline will create issues for documentation actions that are either finished or in progress
- Waylon looking for prioritisation across four areas:
  - Docs -  
<https://github.com/odk-x/tool-suite-X/issues?q=is%3Aissue+is%3Aopen+label%3Aconvening-2019-documentation>
  - Revamp Infrastructure
  - Next release
  - Bug fixes
- Challenge of many competing priorities. No clear resolution on priorities.
- Waylon to follow up with Ben on light technical tasks that need doing

## Action items

1. Waylon and Jeff will create forwards for the [odkx.org@gmail.com](mailto:odkx.org@gmail.com) so that the email is monitored
2. Ben to complete estimate of operating costs based on the services in [this sheet](#)
3. Ben to request a NFP free account via 1password NFP Github
4. Ben documents showcase issues (carried over from previous meeting)
5. Ben will raise an issue to get the social media accounts - Twitter and Facebook – added to the odk-x.org website
6. Waylon and Emil to follow up on Infrastructure fixing with Circle-CI so it builds Pull Requests
7. Waylon to follow up with Ben on light technical tasks that need doing

Next meeting: 19 May

Next facilitator: Ben

# April 21, 2020

Facilitator: Caroline

Note taker: Emil

Audio:

Attendees: Waylon, Caroline, Li, Ben, Emil

Absent: Raquel, Jeff

## **Agenda:**

- 26. Last week tasks
- 27. Great migration (transition update)
- 28. Documentation Update
- 29. Roadmap prioritisation
- 30. Domain name (added by Ben)
- 31. Vagrant stack (added by Ben)

Last week tasks:

## Great Migration

- Migration seems to be pretty much completed. I.e. New forum, new website, splitting github, new social accounts
- New github url: <https://github.com/odk-x>
- Ben has done a lot of work/still working on migrating social accounts
- New UberConference url at /odk-x should be available from next week
- Caroline; do we want to start promoting the new sites/features
- Domain name odk-x.org has been registered and is used for the website. Migration of sites using the intermediate .com domain will be handled at a later stage, when the list of items to be consolidated is ready.
- Remaining issues predominantly technical

## Vagrant stack

- Caroline looked at it.

## Documentation Update

- 

## Roadmap prioritization

- Ben presented, categorized 10 of the issues:  
<https://docs.google.com/document/d/1nTRvNZK38MSmXIX3R4SohusqDQPL-n0Wu5l8S15Zkkk/>

#### Action items:

9. Ben will investigate if costs are associated with “odk-x” UberConference
10. Ben will compile a list of the new accounts incl. overview of incurred costs, consolidate logins and possibly create a shared password vault
11. Ben will figure out a strategy (other than google docs) for managing credentials (e.g. for servers etc. as well)
12. Ben documents showcase issues (carried over from last week)
13. Ben will investigate new org. Website (carried over from last week)
14. Caroline: Doing more work on the odk-x forum (forum.odk-x.org), e.g. a welcome post
15. Li will try to see if we can have “Login with google” enabled on the new forum
16. Ben: Will post (many) relevant links to forum.odk-x.org on the forum.getodk.com forum
17. Waylon suggests to invite vagrant stack author to join us
18. Waylon to setup call with Emil; Try out the automatic https/SSL docker feature before it is merged.

Next meeting: **May 5th 2020**

Next facilitator: Waylon

## April 7, 2020

Facilitator: Ben

Note taker: Caroline

Audio:

[https://www.uberconference.com/getmp3/AMIfv94Ngq2AwZsjo\\_u2FjGb35tiT2S23Qy7yqMilwc2EuAjdUwVfNcMva7WGFgEYgjnrlG52MUECufMfW9nSlq2ZunVxenmcdZPbLueJ-S5BxHQE-LkDg\\_EClvv4sN89obqWoB\\_xG\\_-l4YWZ0xOTH5TwIC4ElrVg.mp3](https://www.uberconference.com/getmp3/AMIfv94Ngq2AwZsjo_u2FjGb35tiT2S23Qy7yqMilwc2EuAjdUwVfNcMva7WGFgEYgjnrlG52MUECufMfW9nSlq2ZunVxenmcdZPbLueJ-S5BxHQE-LkDg_EClvv4sN89obqWoB_xG_-l4YWZ0xOTH5TwIC4ElrVg.mp3)

Attendees: Waylon, Emil, Caroline, Ben

Absent: Raquel, Li, Jeff

#### Agenda:

- Welcome to new TSC member Emil
- Documentation Update
- Roadmap prioritisation
- Transition update

Emil welcomed. Yay!

#### Documentation

- Ben has been coordinating with Albert on Showcase server
- Caroline tutorial server update: Have server, had a 404 error, sent to Li, will send to Waylon
- Caroline tutorial server update part II: Have a google sheet of structural changes about to implement. Will share with Ben (shared).
- Ben also had showcase issues -- will google docs them and share so we can
- Series of small changes on docs -- Waylon will approve 24-48 hours
- Ben and Emil to be testers of new documentation when ready

#### Transition

- Working through comments
- Open source still not 100% clear -- maybe clear follow up on any objections to two tier with time delimited-- Waylon
- Transition next steps review:
  - There are some governance motions that need to happen
  - The migration of information/tech needs to happen
    - Folks are working on
    - Li/Waylon already owned some -- gave access to TSC1 to do changes
    - Sheet of passwords will be shared for ODK-X stuff (should include social accounts)
      - Waylon will share link and we will request access
  - Logo :)
  - Website :)
  - Social accounts ? Ben follow up
  - All good on matching at least current status, after separation can do further work
  - Need to pick a domain name -- need list from Li -- internal poll on forum
- Open data kit: Parent organization website/landing page up
- New org. webpage/brand: ???? Ben will investigate
- Once transitioned: what are our priorities?
  - Comms plan?
  - Social media?
- PMC process -- not clear -- something needs to happen pre-April-20
  - Waiting on response from Richard? PMC?
- Waylon and Jeff working on governance for PMC vote

#### Roadmap prioritization

<https://github.com/opendatakit/tool-suite-X/projects/1>

- Up to date

- But #40 back still need review
- Ben will have 10 for next meeting!

#### Action items

1. Ben documents showcase issues
2. Caroline share(d) the google sheet on structure with Ben
3. Caroline will send Waylon screen shots of issue sent to Li
4. Waylon will share list of passwords -- via email
5. Ben emails Li to ask Li to send a message to the group with poll/commenting on domain options
6. Ben will investigate new org. Website
7. Next meeting/once transitioned check in on priorities for new org.
8. Ben will do 10 issues for next meeting
9. Ben will follow up on social media accounts

#### Next meeting

Date: 21 April

Moderator: Caroline

## March 24, 2020

Facilitator: Waylon

Note taker: Ben

Audio:

[https://www.uberconference.com/getmp3/AMIfv95BxUDL14JhvLQQBp4efl502KesuXWypbUKJLv5iAZW56zesgCIWsp3U6feXm8MHQDiB-QkLIEG4aAY7nl7gEuojQ5FQippUTfNDgkOTlxxSQynv-diPdxcaVkr7NevNsew\\_WRraEvr7xweGuLfXS2G2ELLw.mp3](https://www.uberconference.com/getmp3/AMIfv95BxUDL14JhvLQQBp4efl502KesuXWypbUKJLv5iAZW56zesgCIWsp3U6feXm8MHQDiB-QkLIEG4aAY7nl7gEuojQ5FQippUTfNDgkOTlxxSQynv-diPdxcaVkr7NevNsew_WRraEvr7xweGuLfXS2G2ELLw.mp3)

Attendees: Waylon, Li, Jeff, Caroline, Ben

Absent: Raquel

#### Agenda:

- Documentation Update
- TSC Elections
- Release Delay
- Check in on the [Umbrella naming process](#)
- Update on "[Create an Easy to Install Demo App](#)"

## Identifying useful tools and techniques from community implementations

Thinking of trying to find an interesting use case from the community. Example, someone is running a Vagrant stack, virtualisation machine.

Are there resources to try and replicate the Vagrant stack in the next 2-3 months?

Jeff - does not know Vagrant, suggests spending 2 weeks learning about Vagrant to answer the question

Waylon - intention is to make it easier for people to get started and onboarded

Jeff still challenged by the sync-endpoint setup, but hasn't tried the new SE instructions

Proposal to try and identify these kinds of ideas and bring to meetings to advance the goal of easy onboarding.

## Demo server

### Server 1: Showcase

Waylon and Li have setup the Demo server

Ben has contacted Albert. Will both work on setting up the apps over the next two weeks

App required: <https://docs.opendatakit.org/odk-x/tables-sample-app/>

Demo server URL: <https://demo.odk-x.com/>

Username: demo\_user1

Password: password

Landing page that describes the features and how to use the app

### Server 2: Tutorial

Li to setup second server for tutorials based applications

Caroline will work with Waylon to get the app setup

App required: <https://docs.opendatakit.org/odk-x/survey-sample-app/>

Demo server URL: TBD

Showcase server:

- Li has resolved the security certificate issue
- Albert has ported the apps to the server
- Action: Full set of apps ported, need to cut it back to the 5 for showcase. Ben to work with Albert

## TSC elections

Waylon gave a summary of steps leading up to the call. No questions from the community on applications. In email it was proposed



Proposal is to appoint all applicants of the 2020 application process to being members of the TSC-2

Five unanimous votes (all attendees at meeting) in favour of the proposal

Action: Ben to confirm meeting time is OK for Emil and to coordinate new time if not suitable

## Release delay

Release was planned for March

Covid-19 has been disruptive, so proposing to make next release in April

## Naming for umbrella organisation

A new poll has been posted with three day window

Any issues with process or suggestions?

Waylon suggested allowing people to record that they won't vote. This could be done as a comment

## Documentation update

Caroline waiting on the Tutorial server to continue the documentation process

Action: Li will work on getting the tutorial Server setup

Waylon - doc are becoming more discoverable, but the interaction has become a bit cumbersome. It can be annoying to scroll through the pages in the menu.

Could high touch documents be floated to the top to make it more accessible?

Action: Waylon to provide Caroline with stats on high-touch articles

## Other business

Any follow ups from the ad-hoc TSC-2 meeting last Friday?

Everything has been captured in the forum posts

Caroline noted there are no deadlines on the forum posts re. Governance and open source

Waylon will add a deadline for end of this coming weekend on these forum topics

Any dependencies or deadlines from ODK for website migration etc?

Most being resolved on the day by Waylon in response to requests from ODK team

**Action:** Need to add Emil to the TSC-2 page on the website - Ben

## Action summary

- Ben to confirm meeting time is OK for Emil and to coordinate new time if not suitable
- Ben to coordinate adding Emil to the TSC-2 page on the website
- Li to complete tutorial Server setup

- Waylon to provide Caroline with stats on high-touch docs articles
- Waylon to add a deadline for end of this coming weekend on Governance / Open Source forum
- 

## Next meeting

Date: 7 April

Moderator: Ben

## March 10, 2020

Facilitator: Caroline

Note taker: Jeff

Audio:

Attendees: Waylon, Li, Jeff, Caroline, Ben

Absent: Raquel

### Agenda:

- TSC 2 Election
- Umbrella Organization
- GSoC Update
- Demo Server

### Action Items Follow Up

#### TS2 Election

- 7 responses
- Next step call for public comment
- Post the applicants to the forum
- Waylon volunteered to post. Or maybe he has to do it because of forum permissions
- We are behind so we need to formally change our dates
  - 10th through the 20th is call for public discussion
  - 20th to 24th is private TSC discussion
  - 25th is public announcement
  - Vote on the new schedule result: unanimous yes
  - Caroline will update the forum post with the new schedule

## **Umbrella Organization**

- Reviewed some feedback on the concept doc:  
[https://docs.google.com/document/d/1rw5Ur0l8JBUXJnY9OPfeP4vqihrf8PJgkx\\_WhCBg0Y/edit](https://docs.google.com/document/d/1rw5Ur0l8JBUXJnY9OPfeP4vqihrf8PJgkx_WhCBg0Y/edit)
- Given that the Umbrella Organization will have ownership of some valuable assets, the governance might be more complex than initially laid out in the concept note. Though we still strive for simplicity
- Further discussion will take place in the All-TSC meeting which happens after this TSC 2 meeting
- Waylon will be following up with a specific governance proposal
  - Ben pointed out that this moves away from the current open process
  - But there is time pressure from TSC 1 to get it done, and something needs to be written up for the PMC to approve
  - We need to agree on the process to get this proposal put together
  - Can we agree on general consensus for the higher level concept? After that we can move to the detail documents
  - We can propose this process in the next meeting. High level concept note -> detail docs -> community feedback
- Branding
  - Current plan is to throw people at it
  - If that plan stays true in the next meeting, Ben is volunteering to help push this forward with a contact of his

## **GSoC Update**

- Student application period is starting March 16th
- Going to get a wave of small contributions
- Having more “good first issue” tagged issues would be helpful

## **Demo Server**

- Li will have it up this week, sorry for the delay
- Ben followed up with Albert. He is asking a few questions of Li and Waylon on Slack but he should be moving it to the demo server after they are resolved

## *Proposed Revise TSC-2 Elections Schedule*

- *Feb 13 - Feb 28 Call for application*
- *March 10 - March 20 Call for public questions*
- *March 20 - March 24 - Private TSC discussion*
- *March 25 - Results announced.*

# Feb 25, 2020

Facilitator: Jeff

Note taker: Li

Audio:

Attendees: Waylon, Li, Jeff

Absent: Caroline, Ben, Raquel

## **Agenda:**

- TSC 2 Elections Reminder
- Action items follow up
- Cross-TSC meeting update
- GSoC Update

## **Action Items Follow Up**

- Pull request for injected javascript interface documentation merged
- Jeff is still working on replacing ODK with ODK-X in docs

## **Cross-TSC Meeting Update**

- Caroline, Ben and Jeff are working on a concept note for the new organization
- Ben is collecting information on related organizations

## **GSoC**

- Our application wasn't accepted by Google but we might participate under DIAL
- Google's reason: 1. organizations get rotated out a year sometimes 2. We should provide more project ideas in the future
- Harsh and Aditya (GSoC student from the last 2 years) will be the mentors
- Documentation for Notify should be a priority

# Feb 11, 2020

Facilitator: Waylon

Note taker: Jeff

Audio:

Attendees: Waylon, Li, Jeff, Ben, Raquel

Absent: Caroline

## Agenda:

- Action items
- TSC 2 Elections Date Revision
- Cross-TSC meeting reminder to fill out available times
- Docs Learning Pathways
- Update on ODK-X Notify - skunkworks-bat and skunkworks-parrot
- GSoC Update
- Release Discussion
- Prioritization of issues (Roadmap) -  
<https://docs.google.com/document/d/1nTRvNZK38MSmXIX3R4SohusgDQPL-n0Wu5l8Sl5Zkkk>

*Caroline is unable to make the call, but sent in notes:*

- *Libby did a big round of movement towards verbs rather than cryptic nouns (e.g. removing lots of deployment architect so you can see sections).*
- *As soon as this first batch goes through we'll start the new basic survey learning path changes.*

## *Proposed Revise TSC-2 Elections Schedule*

- *Feb 13 - Feb 28 Call for application*
- *March 1 - March 10 Call for public questions*
- *March 10 - March 19 - Private TSC discussion*
- *March 20 - Results announced.*

## Notes from Meeting:

Action Items from last meeting:

- Waylon still working on the injected javascript documentation. He has passed that off to an undergrad

- Jeff still working on replacing ODK to ODK-X in the documentation. This conflicted with the open pull request from Libby on Carline's team, so its waiting on that merge. Jeff provided feedback on that
- Libby has posted a pull request for updating deployment architect language. See the Caroline update above
- Ben has received updates from Albert on the demo server, but is waiting on further feedback regarding whether administrators can overwrite the app. Ben also clarified what precisely should be included in the demo and the technical details to make sure that happens, particularly with regards to grunt push commands. It turns out that no code changes are required.

#### TSC 2 Elections Date Revision:

- We didn't post the previous elections in time, so we need to push back the dates. See the new schedule posted above.
- It is slightly compressed from the previous version
- We are encouraged to reach out to people who might want to join
- For size reference: TSC 1 has slightly more members than TSC 2, so we could potential grow.
- If you're on leave the process can go on, but you may not get to vote
- Official vote: Unanimously approved by attendees (Li, Raquel, Ben, Waylon, Jeff)
- Li will post the initial public notice

#### Cross TSC meeting:

- Remember to fill out our available times
- We don't know the agenda
- Ben has chatted about progress on the governance issues.
  - Not clear on what the current process was. Moving slower than anticipated after the convening?
  - Desire to move the conversation forward on a proposal for changing names and figure out how to separate or reconfigure the governance stuff
  - Convo with Jeff and Caroline: That if the TSC 1 desired changes we would respond to formal changes
  - Why wasn't there more communication between the TSCs
  - Question of domain name `opendatakit.org` ownership

#### Docs learning pathways

- Check Caroline's update above
- Waiting on more updates from Caroline.

#### ODK-X Notify + GSoC

- Current state: at an alpha release. Was released in 2.1.5
- Documentation: Can we get Harsh and Aditya to complete some documentation for this
- We have applied for GSoC 2020, which would include work on this project to move from the Firebase database to the ODK-X database. This would NOT stop Firebase from being the messaging service. It would also include other quality of life improvements.

Release update:

- Shooting for March for the next release

Prioritization of issues:

- See the other doc:  
<https://docs.google.com/document/d/1nTRvNZK38MSmXIX3R4SohusqDQPL-n0Wu5I8S15Zkkk>
- Action Item: Waylon will investigate issue 45 to see if it was done.

# Jan 28, 2020

Facilitator: Li

Note taker: Waylon

Audio:

[https://www.uberconference.com/getmp3/AMIfv9480j41hBWXYeg6VB3OY\\_KaAu5DQN2HETdQJO98kAGpvTv0MmVnazsj7tfUhQXkhU\\_HG-nFMPx4Ru77W2f1YeuAg-7gUIONdxEGbcMoQZiSSS-oL4WNQXvQuJOieMIqAmCoXAYYI3ZRGfioZFxDexZwKARorw.mp3](https://www.uberconference.com/getmp3/AMIfv9480j41hBWXYeg6VB3OY_KaAu5DQN2HETdQJO98kAGpvTv0MmVnazsj7tfUhQXkhU_HG-nFMPx4Ru77W2f1YeuAg-7gUIONdxEGbcMoQZiSSS-oL4WNQXvQuJOieMIqAmCoXAYYI3ZRGfioZFxDexZwKARorw.mp3)

Attendees: Jeff, Waylon, Raquel, Li, Caroline

Absent: Ben

## **Agenda:**

- Action Items
- Demo app: server setup and contents
- Docs refresh and learning paths
- TSC 2 applications/elections

Li setup the second demo server. Next step Waylon and Caroline will determine what should be placed on the second demo server to support the learning path for tutorials.

Waylon still working on the injected javascript documentation.

Jeff still working on replacing ODK to ODK-X in the documentation.

Caroline discussed changing to verb heading for the documentation website and reduce redundancy of text. Will make suggestions on what are the learning path.

Libby is making progress on documenting the survey CSS.

Resource to review for learning path possibilities:.

<https://forum.opendatakit.org/t/community-contributions-to-upcoming-odk-2-0-documentation-refresh/11324/6?u=elmps2018>

## **Schedule for TSC 2 elections**

- Feb 1 - Feb 15 Call for application
- Feb 15 - Feb 29 Call for public questions
- March 1 - March 9 - Private TSC discussion



- March 10 - Results announced.

**Questions for TSC 2 elections:**

Email address \*

Name

Organization

What contributions (e.g., issue triage, tech support, documentation, bug fixes) have you made to the ODK or ODK-X community?

How do you believe your contributions have benefited ODK or ODK-X?

What do you believe the top priorities for ODK-X are?

How will you help the ODK-X community accomplish those priorities?

How many hours a week can you commit to participating on the TSC?

What other mobile data collection projects, social good projects, or open source projects are you involved with?

Please share any links to public resources (e.g., resume, blog, Github) that help support your application.

Unanimous vote in favor of schedule and questions.

Waylon will create the TSC application survey, Li will post to the forum.

GSOC - Jeff, Li, and Harsh are discussing possible projects. Jeff is going to be the GSOC admin this year.

Next meeting will occur Feb 11th, Waylon will moderate.

# Jan 14, 2020

Facilitator: Ben

Note taker: Li

Audio:

[https://www.uberconference.com/getmp3/AMIfv97jJ-dNDU\\_Jn1C\\_S8hSj9Ae4x0W-e9b8st-opGJzCrMtnhxaQ\\_LqtXQGm7MAJanC8mAq\\_wApKO-VxpbRD\\_CIM49DeeCEDfUJRlIt2YOBbWoXLEJ3sweDnsJsLtMNxdT3qJ\\_MQslU6bV2-veEtB4yBY3oymYFw.mp3](https://www.uberconference.com/getmp3/AMIfv97jJ-dNDU_Jn1C_S8hSj9Ae4x0W-e9b8st-opGJzCrMtnhxaQ_LqtXQGm7MAJanC8mAq_wApKO-VxpbRD_CIM49DeeCEDfUJRlIt2YOBbWoXLEJ3sweDnsJsLtMNxdT3qJ_MQslU6bV2-veEtB4yBY3oymYFw.mp3)

Attendees: Jeff, Waylon, Ben, Raquel, Li, Caroline

Absent:

## Agenda:

- Demo app: server set up and contents
- Docs refresh and learning paths

## Demo App

Ben has been getting familiar with the demo forms.

Next steps:

- Ben and Albert will get the forms and application files to the server
- Caroline will update documentation to reflect the new demo server

Where should the demo app documentation be? Keep it where it is? Move it up so the demo is more prominent? Another site just for the demo?

Agreement that the demo app should be one of the first things on the documentation. The demo app should provide an overview of the capabilities of ODK-X.

Li will setup the 2nd demo server.

## Docs refresh and learning paths

Documentation for setting up Sync Endpoint on AWS and Digital Ocean added.

Documentation for Async\_assign added.

Pending pull request for documentation on list of functions available for ODK-X Tables and Survey customization. (<https://github.com/opedatakit/docs/pull/1163>) Waylon will find a name for these functions and finalize the pull request.

Next steps:

- Few places still refer to ODK-X as ODK, for example in navigation. Jeff will find the instances of "ODK" and rename them.

- Learning paths (Caroline and a research assistant will be working on this)
  - Series of paths to guide the reader through ODK-X functions
  - Using clear and consistent language
  - Caroline will start designing the Survey learning path

# December 17, 2019

Facilitator: Waylon

Note taker: Ben

Audio:

Attendees:, Waylon, Jeff, Li, Ben

Absent:

## Agenda:

- ~~Action items~~
- Docs refresh and learning paths
- ~~Roadmap prioritization~~

## Docs refresh and learning path

Discuss progress on the following goals from the Convening

[https://docs.google.com/document/d/1\\_4x9x3eHxo4qevBRlpmCC9L2bVIUkAQuAlidT8wJDzl/edit](https://docs.google.com/document/d/1_4x9x3eHxo4qevBRlpmCC9L2bVIUkAQuAlidT8wJDzl/edit)

Simple landing page

Easily findable examples

Easy to install demo app

### Server 1

Waylon and Li have setup the Demo server

Ben has contacted Albert. Will both work on setting up the apps over the next two weeks

App required: <https://docs.opendatakit.org/odk-x/tables-sample-app/>

Demo server URL: <https://demo.odk-x.com/>

Landing page that describes the features and how to use the app

### Server 2

Li to setup second server for tutorials based applications

Caroline will work with Waylon to get the app setup

App required: <https://docs.opendatakit.org/odk-x/survey-sample-app/>

Demo server URL: TBD

Once setup, Caroline will create content to guide through tutorials

### Refresh of the docs

Revised sync endpoint docs

Injected javascript interfaces has been updated

Clarice has added a document for async assign

### Next meeting

7th January 2020

Facilitator: Ben

## December 3, 2019

Facilitator: Jeff

Note taker: Caroline

Audio:

Attendees:, Caroline, Waylon, Jeff, Li, Raquel

Absent: Belinda, Ben

### Agenda:

- Actions from last week
- Next Release

### Notes:

1. Next release 19th/20th
  - a. Fixes
2. Jeff has updated action items to GitHub issues
  - a. New labels
  - b. New items -- in progress/spec approved
  - c. A lot added to under consideration (not on a specific timeline)
  - d. Including milestone Jan 1 2020

- i. Limitation: can only ever have one milestone per issue
  - ii. If conceiving something with code changes, needs to fall under a release
- 3. Caroline has not made progress on learning paths
  - a. But will!
  - b. Have a list of features with links
  - c. Move easier material sooner
- 4. Waylon is working on sync-endpoint docs
  - a. May share with testers
- 5. Do we want to have a docs specific project board?
  - a. Parallel board?
  - b. Like all in one place, but separate detail
  - c. Same issue to multiple boards?
  - d. Under consideration rather clogged, but spec approved in progress fine
  - e. Split out docs column -- Waylon
- 6. Roadmap check-in
  - a. Landing page -- good progress but not done
  - b. Learning path -- underway
  - c. List of all current examples -- Jeff
    - i. Later add new ones
    - ii. Can help feed in to links in features when that list developed.
  - d. Solve problem of long under consideration by putting document ones in own column
  - e. Under consideration -- reviewing convening tagged ones (see roadmap)

Action items for next time:

- 1. Things to put on demo server
  - a. First put on geotagger and simpledemo. These are the ones currently on App Engine and referenced in the docs.
    - i. Configure the server — Ben and Albert
- 2. Learning paths -- Caroline
  - a. Feature list and links
  - b. Cleaning up learning path to be easier stuff first
- 3. Sync-endpoint
  - a. UW is drafting some new/better docs
  - b. Caroline/Jeff/Albert will read/test
- 4. List all current examples in docs -- Jeff
- 5. Split out under consideration docs -- Waylon

Facilitator for the next call: Waylon



# November 19, 2019

Facilitator: Caroline

Note taker: Li

Audio:

[https://www.uberconference.com/getmp3/AMIfv97pfl1OuZTNsoHXsR3pdOjQoz2xwkUawZfEo6kKy58rqsZ3B-mNgNOX4WeWKGLLIXtVA\\_ewtX4B5fzycQ43d5xbKdSXltypSpTu0JcdrzKnBYs\\_LZ\\_ibxyMFKeyAT7zRHLdAOtBp3560Zuqn56l4DevySA5A.mp3](https://www.uberconference.com/getmp3/AMIfv97pfl1OuZTNsoHXsR3pdOjQoz2xwkUawZfEo6kKy58rqsZ3B-mNgNOX4WeWKGLLIXtVA_ewtX4B5fzycQ43d5xbKdSXltypSpTu0JcdrzKnBYs_LZ_ibxyMFKeyAT7zRHLdAOtBp3560Zuqn56l4DevySA5A.mp3)

Attendees: Ben, Caroline, Waylon, Jeff, Li

Absent: Raquel(joined for last 5 min), Belinda

## Agenda:

- Actions from last week
- Demo app: server setup and contents
- Docs refresh and learning paths
- Prioritization of issues (Roadmap)

## Notes:

### Actions from last week

Update roadmap document - Ben

- Updated to reflect the decisions of the Nov. 5 call

Add actions items to GitHub Issues - Jeff

- Not done

### Demo App

Things to put on demo server

1. First put on geotagger and simpledemo. These are the ones currently on App Engine and referenced in the docs.
  - a. Configure the server — Ben and Albert
  - b. Update docs — TBD
2. Reference apps

### Docs refresh and learning paths

Docs front page - content updated



## Learning paths

1. Is organization by perspectives the best way
  - a. End users often trained by organizations with tailored material
  - b. Could focus docs on deployment architects and website on end users
  - c. Reorganize docs by "How to do \_\_\_\_"
2. Redundancy in the docs
  - a. Consolidating contents could create long chain of links for docs readers
  - b. Reorganize getting started
    - i. Keep the minimum set of content
    - ii. Move other parts (customization, additional options, advanced features, etc.) into other documents
    - iii. Have a list of features with links — Caroline
3. Roadmap (on separate document)  
<https://docs.google.com/document/d/1nTRvNZK38MSmXIX3R4SohusqDQPL-n0Wu5l8SI5Zkkk/edit>

Facilitator for the next call: Jeff

# November 5, 2019

Facilitator: Ben

Note taker: Caroline

Audio:

[https://www.uberconference.com/getmp3/AMlfv96UouyHtiU\\_mbOjgmFsxwm7WTHM3kvpVRXx\\_jNYMsp6g3rlb3ZUOc80H2dU9EjbxmwhJTrtHOglFw40fJne8m1RlxTYbszspqH3O4h6oqQbfTWk1CtUZxUY94shQ2FQIFlqzpVBC-cE-Ae5q-PjVXzoQgOlhA.mp3](https://www.uberconference.com/getmp3/AMlfv96UouyHtiU_mbOjgmFsxwm7WTHM3kvpVRXx_jNYMsp6g3rlb3ZUOc80H2dU9EjbxmwhJTrtHOglFw40fJne8m1RlxTYbszspqH3O4h6oqQbfTWk1CtUZxUY94shQ2FQIFlqzpVBC-cE-Ae5q-PjVXzoQgOlhA.mp3)

Attendees: Ben, Caroline, Waylon, Jeff, Li

Absent: Raquel, Belinda

## Agenda:

- Actions from last week
- Demo app: server set-up – Waylon, Li
- Docs refresh – Caroline, Ben
- ODK restructure / governance update
- Prioritization of issues (Roadmap)

## Notes:

### Agenda

1. Introduction/warm up/agenda review
2. Review action items from last meeting
3. Checked in on ODK-X summary roadmap:
  - a. [https://docs.google.com/document/d/1\\_4x9x3eHxo4qevBRlpmCC9L2bVIUkAQuAlidT8wJDzl/edit](https://docs.google.com/document/d/1_4x9x3eHxo4qevBRlpmCC9L2bVIUkAQuAlidT8wJDzl/edit)
  - b. Q4 2019 current focus
  - c. Longer term focus
  - d. Focused on onboarding. Missing the sync protocol improvements
  - e. Waylon will send Ben the notes on other infrastructure issues to add
  - f. Fine with focus on UX, but label it accordingly as TSC work/UX
  - g. Ben will annotate accordingly
  - h. Should we add these to the Github roadmap? Yes.
  - i. Need volunteer to add these items to Github roadmap — Jeff
4. There is a demo server!
  - a. Demo.odk-x.com
  - b. Ready for Ben and Albert to pick what goes on

- i. Will cc: Caroline
  - c. Li will email address and log-in
  - d. They can have different names. There can be more than one.
- 5. Docs refresh — Ben on landing page
  - a. Li suggestion: add open source-ness, Waylon seconds, Ben will implement
  - b. Jeff had suggested to remove the device-to-device data sharing until fully fledged
    - i. Can mention in terms of server and device for now
    - ii. Move under two-way data sync
  - c. Once out of alpha can add notify
  - d. Custom built data collection workflows
  - e. Next step — implement changes into the docs
- 6. Is there a training wheels version for docs approval? So Caroline and others can approve content but not break the technology.
  - a. Defer until own setup
- 7. Learning paths
  - a. Setting up path to try it out — yes
  - b. Making them connect to internet is fine
  - c. Start with simplified version of this:
   
<https://docs.opendatakit.org/odk-x/getting-started-2-user/#tour-of-the-simple-demo-application>
  - d. Then these in ODK-Survey:
   
<https://docs.opendatakit.org/odk-x/xlsx-converter-using/?highlight=exampleform#creating-and-loading-a-form-into-odk-survey>
  - e. Lastly these: <https://docs.opendatakit.org/odk-x/reference-apps/>
  - f. Landing page first, then “try them out” on sidebar and new page that feeds to existing content and demo page.
  - g. Reorder so that start with easiest
  - h. Bite sized and re-order the bites
  - i. Start with survey — adapt what know and easier entry point.
- 8. December not November release
- 9. Next meeting time and roles
  - a. Facilitator: Caroline
  - b. Note taker:
- 10. Review action items
  - a. Waylon shares notes with Ben
  - b. Ben will clarify document focused on UX/TSC work
  - c. Jeff will add the summary roadmap to the Github roadmaps
  - d. Li will email address and log-in for demo server
  - e. Ben will coordinate with Albert and cc: Caroline about what goes on server
  - f. Ben will revise and share landing
    - i. Ben will add some open-source-ness language
    - ii. Ben will remove the data sharing between devices for now as a separate item, add a bullet data will be synced to all devices under two-way sync
    - iii. Eventually work into docs

- g. Caroline works on test lander in coordination with Ben, keeps chipping at the path issues

# October 22, 2019

Facilitator: Li

Note taker: Ben

Audio:

<https://www.uberconference.com/getmp3/AMIfv95RuElcGbVCQ3sa03OyfAuZnmB0d-E1ILm8TXXhYD94PnkyfOMRBQ7XhegcBQdhATfPQVJwUuH0ypHLstlYH3i-fFD-VmCHTOm7hpale-KGQe-PBkWxXyGkHAtAE8PZ5dU6nQLeyb41NupAY7cbap48-DcYrg.mp3>

Attendees: Waylon, Caroline, Li, Ben

Absent: Racquel, Jeff, Belinda

## Agenda:

- Meeting time announcements
- Convening outcomes
- Funding for ODK-X
- Issue prioritisation
- ODK restructure

Topics to defer until next meeting:

DIAL funding grants

Discussion and collaboration with TSC-1

## Convening outcomes

### Roadmap document:

[https://docs.google.com/document/d/1\\_4x9x3eHxo4gevBRlpmCC9L2bVIUkAQuAlidT8wJDzl/edit#](https://docs.google.com/document/d/1_4x9x3eHxo4gevBRlpmCC9L2bVIUkAQuAlidT8wJDzl/edit#)

Caroline has the biggest task of **refreshing the docs** - how to identify doable and high impact changes to the docs.

Caroline to report back after this week on the most useful changes / options to tackle in the documentation.

Ben - no blockers yet to **landing page refresh** or **finding examples**.

Will present a redraft at the next meeting.

### **Demo app:**

Waylon and Li to setup the server that the demo app can connect to. Will give an update at the next meeting.

Ben and Albert to pick the example apps that would be running on the example server

### **Collating documents from the Convening**

Agreed to use the [Roadmap Google document](#) as a high level guide

Details for pieces of work should be captured into Issues or Goal tasks in the Github roadmap

Retain the existing issues and work on the Github Roadmap

Docs related issues will go onto the Github Roadmap

### **Listing UW/Contributor work in the Roadmap Google doc**

Should we be trying to list all the work in one place? Hard to do because its difficult for people to be across all the work going on

Waylon suggesting that the process of listing all the work together should be addressed through the process of splitting with TSC1

Key issues is what inputs do the people leading pieces of work need from the TSC

Remove this page for now

### **Future work**

Ben to continue to summarise key initiatives discussed at the Convening - DONE

Li proposed deferring discussion and prioritisation of this work until closer to Q1 2020

## **Funding for ODK-X**

We have a decentralised funding model, all contributors not necessarily aware of all funding going on

Caroline suggesting keeping loose track of different funding threads so that the TSC is aware of when funding will finish for particular initiatives and to know what funding is currently applicable to different streams of work

Li - agree that the view would be useful but concerned it would be hard to collect information given the contributor model

Opportunity to coordinate resources if we had a reporting model for ongoing work and funding for resources

## **Issue prioritisation**

Deferred this topic until next meeting due to time constraints

## ODK restructure

TSC level not currently org level, so will be replaced with a new body.

What would that organisation look like - a single committee until we are larger and there's a need to create a more complex structure

Where should the money flow?

With a distributed funding model, is there a need for a single entity?

Suggestion that the current way of working be maintained for the time being

The TSCs will inherit new responsibilities: branding, website, forum that were previously the responsibility of the PMC

Next meeting: 5 November

Facilitator: Ben

# October 8, 2019

Facilitator: Waylon

Note taker: Jeff

Audio:

[https://www.uberconference.com/getmp3/AMIfv96N05J932LMaowlhSRrydiaQuZi98VPWbSMkLgkdRU2UPLU\\_59iHCNxG0Xx7\\_hWMuxoSwQHZ06dbEz65EnLqKrtysSQ3Qlps6sVRZdUkQessKgJu417jJM6twEgr7fKHnk4PzH4ggVpa6YBjyAilYzNjlzftg.mp3](https://www.uberconference.com/getmp3/AMIfv96N05J932LMaowlhSRrydiaQuZi98VPWbSMkLgkdRU2UPLU_59iHCNxG0Xx7_hWMuxoSwQHZ06dbEz65EnLqKrtysSQ3Qlps6sVRZdUkQessKgJu417jJM6twEgr7fKHnk4PzH4ggVpa6YBjyAilYzNjlzftg.mp3)

Attendees: Waylon, Caroline, Li, Jeff, Frank Dekervel, Raquel

Absent: Belinda, Ben

## Agenda:

1. Discuss PRs for Sync Endpoint from Frank
  - a. Tried to use standard API but ran into a problem. In order to save bandwidth the sync protocol only sends the latest changes (not full history). His pull request allows you to optionally disable this and send the full history to the client.
  - b. Second use case is when they need to update the schema. For a major update they create new tables and migrate the old data from the old tables to the new ones, and use the full history.
  - c. Waylon: Is this really a database dump? Frank: No, don't always give me full history. Give me all history since a certain time.
  - d. Security concerns and GDPR concerns: Frank suggests that he make the action require a specific role. Waylon thought this would probably alleviate his concerns
  - e. In general Frank is happy to make changes to the PR to make it acceptable to be merged
2. There is another PR that is not yet finished that Frank is using and voting for us to push it forward. The student working on it has left so there is uncertainty about its future, but Frank will follow up on it.
3. Convening Planning
  - a. Are we leading the sessions or are the facilitators? We are leading them. We don't need to lecture but we need to make sure there is something to do with some mild structure
  - b. Do we want to make plans on Saturday night? Probably. Waylon, Jeff, and Li to organize something
4. Issue Queue



- a. See: Issues Prioritization 10.08.2018

<https://docs.google.com/document/d/1nTRvNZK38MSmXIX3R4SohusqDQPL-n0Wu5l8Sl5Zkkk/edit#heading=h.xsu21p2ci1lf>

# September 24, 2019

Facilitator: Waylon

Note taker: Li

Audio:

[https://www.uberconference.com/getmp3/AMIfv95x679RAIHxoeAJsfAN7haZghf1gg1K\\_ZiobqlKr kMGwFBrw-jfv1iPbwtYQO8Xb1O2i7onGpeUVHSgBWsVdlgP9nUx-hQQomgnN23m4k0FKLCgx -qqOZd2rJkTh7D-ywSENTT7e1PunAkXSf361KxXGs72fw.mp3](https://www.uberconference.com/getmp3/AMIfv95x679RAIHxoeAJsfAN7haZghf1gg1K_ZiobqlKr kMGwFBrw-jfv1iPbwtYQO8Xb1O2i7onGpeUVHSgBWsVdlgP9nUx-hQQomgnN23m4k0FKLCgx -qqOZd2rJkTh7D-ywSENTT7e1PunAkXSf361KxXGs72fw.mp3)

Attendees: Waylon, Ben, Caroline, Li, Jeff

Absent: Belinda, Raquel

## Agenda:

5. Actions from last meeting

## Actions from last meeting

1. Release of Skunkworks Parrot/Bat
  - a. Harsh will work on a basic documentation for the release
  - b. Name both modules ODK-X Notify
2. Ben will update process prioritization to reflect decisions
  - a. Done
  - b. <https://docs.google.com/document/d/1nTRvNZK38MSmXIX3R4SohusgDQPL-n0Wu5I8SI5Zkkk/edit>
3. Caroline will come up with name options that are clearer than Injected JavaScript Interfaces
  - a. Pending
4. Caroline should write a paragraph with screen caps that describes how to find the logs
  - a. Pending

## ODK Convening Agenda

The facilitators asked for a honcho to lead each discussion session, technical and non-technical.

The final agenda has not been decided yet. Our brainstorming on sessions:

Topics:

Expanding the community (Should be first session)

- Developer focus
- End user focus

Documentation

- On boarding

- Restructure
- Troubleshooting
- 

Improving User Experience Prioritization (Error handling, logging)

New tools development (Deploy, Notify, and Submit)

Async\_assign

Sync protocol

# September 10, 2019

Facilitator: Caroline

Note taker: Ben

Audio:

[https://www.uberconference.com/getmp3/AMIfv96priMW5VupZam-LNd-IUkFw-iftocFIJgA4b\\_Garw64jsy1itoJR7HZMrgwTNvnFRMUj4KGVF\\_S9wkq1fccOjPFzPGVpuPkQkMZB88yqVwVSS-eTqFB59XaBTNgAu4oyK\\_95N\\_la9dlpGZYljFaFM9X-bh4Q.mp3](https://www.uberconference.com/getmp3/AMIfv96priMW5VupZam-LNd-IUkFw-iftocFIJgA4b_Garw64jsy1itoJR7HZMrgwTNvnFRMUj4KGVF_S9wkq1fccOjPFzPGVpuPkQkMZB88yqVwVSS-eTqFB59XaBTNgAu4oyK_95N_la9dlpGZYljFaFM9X-bh4Q.mp3)

Attendees: Waylon, Ben, Caroline, Li,

Absent: Belinda, Raquel, Jeff

## Agenda:

6. Actions from last meeting
7. Convening Prep
8. September release
9. Priority project issues

## Actions from last meeting:

1. Jeff/Li are asking Harsh to help with documentation of GSoC
  - a. Agreed to do so once the release has been complete
2. Ben will update process prioritization to reflect decisions
  - a. Not done

## Preparation for Convening

- Read TSC-1 process and review our process
- Review issue queue: <https://github.com/opendatakit/tool-suite-X/issues>
- STATUS OVERALL: The agenda is being developed

This list to be added to in the lead up to the convening.

Topic for Convening: Discuss how we can better share examples. Suggestion came up while discussing Issue 896 – Build a library of examples.

Topic suggestion: how do docs work? Could be sidebar meeting.

## September release

Major feature is the inclusion of Harsh's work

Some bugs included

Community member has fixed one issue on the roadmap, just waiting to be approved.

**Priority project issues:**

Decision on 97 - Agreed medium, relabel as visual calendar style

Decision on 96 - Changed to high, specify at convening

Decision on 95 - Agreed to high, specify at convening

Decision on 88 - Agreed to low, discuss at convening

Decision on 87 - Agreed to low

Decision on 85 - Agreed to medium

Decision on 84 - Agreed to low, tag as easy win

Decision on 83 - Agreed to medium

Action: Caroline will come up with name options that are clearer than Injected JavaScript Interfaces

Decision on 81 - Agreed to medium

Action: Caroline should write a paragraph with screen caps that describes how to find the logs

Decision on 80 - Agreed to low, but need to discuss at convening as to whether it fits in the overall approach to docs

Next meeting: September 24

Facilitator (also organizes prioritization of next 10 issues in queue): Waylon

# August 27, 2019

Facilitator: Ben

Note taker: Caroline

Audio:

[https://www.uberconference.com/getmp3/AMIfv94Of76n3Wwza-mJUGHreTG\\_hQZvRLfOVt5zBNS\\_GJgWTXbM9MVqoGN1SyB40wio\\_daRuKR7QLP1YjmSjEE\\_qInEmTNRBj7Jyok3f\\_gVafpoLDFp0K612Sojr7g4h71FFTQipaUYJgg\\_p9unViQwSoC\\_CD5GA.mp3](https://www.uberconference.com/getmp3/AMIfv94Of76n3Wwza-mJUGHreTG_hQZvRLfOVt5zBNS_GJgWTXbM9MVqoGN1SyB40wio_daRuKR7QLP1YjmSjEE_qInEmTNRBj7Jyok3f_gVafpoLDFp0K612Sojr7g4h71FFTQipaUYJgg_p9unViQwSoC_CD5GA.mp3)

Attendees: Waylon, Ben, Raquel, Li, Jeff, Caroline

Absent: Belinda,

## Agenda

1. Check in on GSoC
2. Convening Prep
3. Priority project issues
4. September Release

## GSoC

- Mostly code complete for the work outlined
- Blog post  
<https://medium.com/@guptaharsh615/gsoc19-with-open-data-kit-fce5532c474e>
- Ready for ALPHA release
- Needs documentation - create a task for that and who can work (Jeff/Li/Harsh)
  - Currently stand alone on project page -- can link to that:  
<https://github.com/opendatakit/skunkworks-bat>  
<https://github.com/opendatakit/skunkworks-parrot/>
  - Jeff/Li ask Harsh to generate documentation if possible

## Preparation for Convening

- Read TSC-1 process and review our process
- Review issue queue: <https://github.com/opendatakit/tool-suite-X/issues>
- STATUS OVERALL: The agenda is being developed

This list to be added to in the lead up to the convening.

## Prioritisation of issues: Process

Document that Ben & Waylon & Li worked on:

<https://docs.google.com/document/d/1nTRvNZK38MSmXIX3R4SohusqDQPL-n0Wu5I8SI5Zkkk/edit>

- Both a process for prioritization and what those priorities are
  - Agreement from TSC on process outlined in doc
- Can revisit process at the convening
- Although called issues, do need to discuss non-functional requirements (NFRs, cards)
  - NFRs get cards on roadmap
  - Issues go onto issues queue and get pulled into roadmap
- Also can revisit overall goals every 3-6 months
- Non-functional requirements prioritized in the same way as issues.
  - Ben will update document to reflect this decision
- Moving under consideration back to issues queue to get prioritized
  - Waylon double check and move
- Key recap: prioritizing as high/medium/low (must/should/could)
- If deem something one fix, take issue out of queue

#### **Prioritisation of issues: List**

<https://docs.google.com/document/d/1nTRvNZK38MSmXIX3R4SohusqDQPL-n0Wu5I8SI5Zkkk/edit>

- Waylon will confirm and separate for this list
- Can group some

**Decision on 111:** Low, confirm and separate

**Decision on 110:** Agree medium

**Decision on 109:** Agree low, b/c complex

**Decision on 108:** Agree low, why not suitcase? Jeff example: no internet example use case

**Decision on 107:** Agree medium.

**Decision on 106:** Requested multiple times (esp. Where major connectivity concerns).

Medium

**Decision on 105:** Bundle with other docs, medium.

**Decision on 104:** Bundle with other docs, low.

**Decision on 103:** Low.

**Decision on 102:** Medium.

#### **September Release**

- Possibly include Notifications project as an ALPHA

#### **Action items**

3. Jeff/Li are asking Harsh to help with documentation of GSoC
4. Ben will update process prioritization to reflect decisions
5. Waylon will move back what is under consideration
6. Waylon will confirm and split issues from list
7. Waylon will enter prioritization into project board
8. Waylon will send Caroline list that she will prioritize

Next meeting: September 10

Facilitator (also organizes prioritization of next 10 issues in queue): Caroline will do "next" -- under consideration.



# July 30, 2019

Facilitator: Waylon

Note taker: Ben

Audio:

Attendees: Waylon, Ben, Raquel, Li

Absent: Belinda, Jeff, Caroline

## **Agenda**

5. Check in on GSoC
6. Priority project issues
7. Convening agenda
8. July Release Update

## **Preparation for Convening**

- Read TSC-1 process and review our process
- Review issues and pull requests

This list to be added to in the lead up to the convening.

Contributors requested to be involved in forming the agenda. Ben is planning to volunteer. Call for volunteers is here: <https://forum.opendatakit.org/t/help-us-plan-the-convening-agenda/21095>

Ben to update Waylon with WMP's new tech lead when hiring is completed (1-2 weeks).

## **GSoC**

Ready for 0.0.1 version - part of September Release

Harsh moving on to implement new features. Inc. desktop notifications. Demo video has been posted to slack, ready for feedback from community.

## **July Release**

Almost done. Significant maintenance release.

Creating blank applications designer for people to use

Added new widgets inc. calendar that contains only the current year

Biggest change is the move to Android X - oss libraries for UI. Moved from AppCompat.

Now targeting Java 8

Risk of bugs associated with release because of the updates to the underlying libraries.

## **Wiki migration**

<https://docs.google.com/spreadsheets/d/1hr6ENZmVKluHgdEJ5gtKR8Co3EsTRYqcpsRHTCqFJls/edit#gid=0>

Final step required for the retiring of wiki content.

All ODK-X relevant content has been accounted for.

Next step is to get confirmation from TSC-1 that the content can be retired.

### **Prioritisation of issues**

Select 10 issues per fortnight for review:

- Add enough description for the TSC to be able to effectively
  - prioritise and categorise
  - Move to specification

Also automatically review new issues that come into the queue.

Ben and Waylon to prep issues 109 and the next 9 in the list for the next TSC meeting.

Issue 86 - Have a contributor's guide - is being worked on by Ben at the meeting.

Next meeting: 13 August

Next facilitator: Ben

Li an apology for the next meeting.

# July 16, 2019

Facilitator: Caroline

Note taker: Li

Audio:

[https://www.uberconference.com/getmp3/AMIfv945neRHcPOIfMQUoQH2ParujKFnWUqTuVSt0omyYdPhqGqtDLZnonDAETyagdjh96P3-l3kym7CJb3WbZWZSdr\\_jpTTxC4RQaRtTRYF5okpEtRLe4tEHy1BRf7PIzXjj1o4s2ju7nyQl2aCGfdFsoB1vHLoA.mp3](https://www.uberconference.com/getmp3/AMIfv945neRHcPOIfMQUoQH2ParujKFnWUqTuVSt0omyYdPhqGqtDLZnonDAETyagdjh96P3-l3kym7CJb3WbZWZSdr_jpTTxC4RQaRtTRYF5okpEtRLe4tEHy1BRf7PIzXjj1o4s2ju7nyQl2aCGfdFsoB1vHLoA.mp3)

Attendees: Waylon, Caroline, Jeff, Li

Absent: Ben, Raquel, Belinda

## Agenda

9. Check in on Google Summer of Code / GSoD
10. Priority project issues

## Discussions

### GSoD:

No viable contender

About 8 in total applied across ODK

### GSoC:

Close to a minimal viable Alpha version, will be released together with the ODK-X September release

Currently Harsh is working on test coverage

Final week is Aug. 19 - Aug. 26

## ODK Convening

We will be inviting a developer new to contributing to ODK-X for the fourth spot

## Docs Update

Jeff will update file names to match the ODK-X name

## Roadmap

Waylon will tag the issues

## Issue #104

Moved to Spec Approved

**Preparation for Convening**

Read TSC-1 process and review our process

Review issues and pull requests

Next meeting: 30 July

Next facilitator: Waylon

# June 18, 2019

Facilitator: Jeff

Note taker: Ben

Audio:

Attendees: Waylon, Ben, Caroline, Jeff

Absent: Li, Raquel, Belinda

## **Agenda**

11. Check in on Google Summer of Code / GSoD
12. Priority project issues
13. Outcomes of convening
14. Remaining attendees for Convening

## **Discussions**

### **GSoD:**

Some promotion on LinkedIn and networks, but no concrete leads yet

Application period closes 28 June

May be applications with Google that we are not aware of

### **GSoC:**

Getting close to a bare bones version of the push notifications

Harsh is working towards a product demo that can be shared with the community

Once the demo is up, the TSC and community can provide feedback and make feature suggestions

## **Outcomes of convening**

Waylon: happy with the outcomes that are there right now. Can be developed during the period leading up to the convening

Jeff: can sit with the ideas until a few months out from the meeting. Then can refine in the lead up to the convening

Waylon: once time and place are settled, the agenda gets finalised and the facilitator is selected

Additional topics can be added to the brainstorming document up until the next wave of agenda discussion:

[https://docs.google.com/document/d/1ng0UMYteaBiOHBhaPOQ\\_N31OphEYpc8A1lam2EKqP4s/edit](https://docs.google.com/document/d/1ng0UMYteaBiOHBhaPOQ_N31OphEYpc8A1lam2EKqP4s/edit)

What are the major new features driving the ODK-X tools:

- Submit: bluetooth peer-to-peer data sharing
- GSoC notifications project (runs until August)

Opportunity to identify next major feature developments, in time to spec during the convening

Caroline: does the issue queue reflect all the work in progress going on?

Need to add the Submit and Notifications work to the issues queue

How to better create awareness of larger pieces of work going on

- Raising features requests in the forum
- Getting feedback from the broader community
- Bringing the discussion into the TSC for prioritisation and deciding whether to continue

**Action for TSC members:** begin to raise feature requests on the forum

**Discussed issue 94:** [Find 2 people to monitor the forum](#)

Ben suggested creating a roster for TSC members to take the lead monitoring.

It makes a difference when the forum posts are tagged correctly and will be directed people's inboxes to make them aware of the issue. Caroline has tagging power on the forums.

Waylon keen to see the original intent of the issue maintained: finding two people additional to the TSC members to answer questions on the forums.

No clear decision to change the approach to the issue – continue to look for additional forum responders.

### **Remaining attendees for Convening**

Remaining 4 attendees for convening to be discussed over email

Next meeting: 16 July

Next facilitator: Caroline

## June 4, 2019

Facilitator: Li

Note taker: Jeff

Audio:

Attendees: Waylon, Ben, Li, Caroline, Jeff

Absent: Raquel, Belinda

## Agenda

11. Check in on Google Summer of Code
12. Generating interest in Season of Docs
13. Wiki Refresh
14. Prioritization of issues

## Discussions

1. Google Summer of Code: Harsh has started work and is making good progress fixing bugs.
2. Google Season of Docs: In the application period. There was one person who was interested and seemed promising.
3. Wiki Refresh: [Document](#) was created to track which pages should be moved. Li and Jeff reviewed it. It might not be 100% accurate but we are leaning towards a strategy of keeping momentum and pushing forward rather than trying to spend too much time getting it just right. Ben started on a basic contributors guide. Needs a pointer to an Android developer setup. Needs to address categories of desktop, server, and mobile.
  - a. Need to migrate the Tool Suite Technologies page:  
<https://github.com/opendatakit/opendatakit/wiki/Tools-Suite-Technologies> We will create an issue to move it
4. New release. Submit was included in this release. The swipe feature changed
5. Issues
  - a. Documentation side: documentation of existing features for the ease of use of documentation
    - i. Most are recently created by TSC discussions
    - ii. Add confirmation to prevent people from deleting their data when resetting app server from Suitcase
  - b. Survey/Tables side most are to do with javascript interface. Some crashes.
    - i. These are fairly important, at a minimum we should be giving users meaningful error messages when their data is malformed
    - ii. Interface can be confusing. Jumping around or not going back to where the user expected.

# May 21, 2019

Facilitator: Ben

Note taker: Waylon

Audio:

[https://www.uberconference.com/getmp3/AMlfv94JtyOnL9xFbNsdOeeRs5OEexFGTgzVbDTZNReudO4UyxOKG7ZSvd7Mm7jecZNXgEytRarpHiN-Dc3CMKMMnW\\_vdv4MNhddkp8VS2f98D17FHKTqCiw-Ys8kvpqkGWZC4IVaGwAd8Vf4LjID03mgosz\\_4nWDQ.mp3](https://www.uberconference.com/getmp3/AMlfv94JtyOnL9xFbNsdOeeRs5OEexFGTgzVbDTZNReudO4UyxOKG7ZSvd7Mm7jecZNXgEytRarpHiN-Dc3CMKMMnW_vdv4MNhddkp8VS2f98D17FHKTqCiw-Ys8kvpqkGWZC4IVaGwAd8Vf4LjID03mgosz_4nWDQ.mp3)

Attendees: Waylon, Ben, Li, Caroline

Absent: Jeff, Raquel, Belinda

## **Agenda**

15. Check in on Google Summer of Code
16. Generating interest in Season of Docs
17. Discussion about GitHub landing page and how to organize the Tool-Suite-X project
18. Forum support issues

## **Review action items from last week**

1. Next meeting's facilitator will prepare a short list of issues
2. Ben and Caroline will present a draft of the GitHub landing page

## **Discussions**

Caroline will follow up with recruitment of documentation. Ben will help provide pointers to slack.

Discussion of landing pages for new Tool Suite X.

Discussion on migrating content from old opendatakit/opendatakit wiki.

Discussion on centralizing development setup

## **Action Items**

- Caroline will join slack channels and send email
- Waylon/Li/Jeff will review wiki pages for retirement
- Ben/Li - Redraft Android Tools Setup Instructions - leads to next steps
  - Create a development tools setup wiki page
  - Create a central landing page on docs page for setting up android tools

Next facilitator: Li

# May 7, 2019

Facilitator: Waylon

Note taker: Li

Audio:

[https://www.uberconference.com/getmp3/AMlfv94kBI3-IMyjQhpsTkWNTG\\_pi6lwJxau1EafjM392K9TG9v\\_ZzBOJcA8PJlIZPNLUK-fzvt7ySI9hYESE73NrT\\_0O9XeUS3X7RleTZshC9bZ29EPYpUt6yxFI8illczT1Yh2gKMvD1C4W6FN9xLFp9tO\\_11nrA.mp3](https://www.uberconference.com/getmp3/AMlfv94kBI3-IMyjQhpsTkWNTG_pi6lwJxau1EafjM392K9TG9v_ZzBOJcA8PJlIZPNLUK-fzvt7ySI9hYESE73NrT_0O9XeUS3X7RleTZshC9bZ29EPYpUt6yxFI8illczT1Yh2gKMvD1C4W6FN9xLFp9tO_11nrA.mp3)



Attendees: Waylon, Jeff, Raquel, Ben, Harsh

Absent: Belendia, Caroline

## **Agenda**

19. Check in on Google Summer of Code/Docs
20. Discussion on a new feature prioritization process.
21. Discussion on PMC's outline of direction of future project management and ending the transition period. See PMC [meeting notes](#).
22. Discussion about GitHub landing page and how to organize the Tool-Suite-X project. Including discussion of how much information do want to migrate from the opendatakit/opendatakit wiki?
23. Discussion on desired behavior of syncing images that are lower resolution than the server
24. Migration of Roadmap

## **Review action items from last week**

- Issues on GitHub have been retagged
- Ben and Caroline work in progress on README update

## **New feature prioritization process**

- Label issues based on action required
- Formalize a process next meeting

## **Future Governance Model**

- Members will study the sample governance models for a more informed discussion

## **GitHub Landing Page**

- Decide the targeted audience for the landing page — contributor guide
- Items to be on the landing page
  - Changelog
  - How to get involved
    - Non-technical content: Issues, Slack, etc.
  - List of ODK-X tools
- Draft of landing page next week

## **Behavior of syncing images that are lower resolution than the server**

- Should on-device low-resolution images be updated to the full-resolution images?  
Should on-device full-resolution images be updated to the low-resolution images?
  - Only download new images in the new resolution

- Add an option outside of the sync menu to refresh all images to the same resolution
- System default synchronization behavior: Full-resolution or low-resolution?

### **Google Summer of Code/Docs**

- GSoC has officially started
- Welcome Harsh Gupta
- Season of Docs proposals available

### **Action Items**

3. Next meeting's facilitator will prepare a short list of issues
4. Ben and Caroline will present a draft of the GitHub landing page

**Next Meeting Topic:** README update

Facilitator: Ben

# April 23, 2019

Facilitator: Caroline Krafft

Note taker: Waylon

Audio:

[https://www.uberconference.com/getmp3/AMIfv963zN9hCBDZ93iRCaJ9kdVbwC97yIEBvPiBAhXtkglXuASeu8TYLJwICZir8be3pkUMO8kJuaklojnJ2BzkeoCZfWu1w5yBxx\\_oU-KpglcXR1Z34STnS3660J8YbB\\_iB2zggwOIIgtbcqGbdjiu-aNjOD07g.mp3](https://www.uberconference.com/getmp3/AMIfv963zN9hCBDZ93iRCaJ9kdVbwC97yIEBvPiBAhXtkglXuASeu8TYLJwICZir8be3pkUMO8kJuaklojnJ2BzkeoCZfWu1w5yBxx_oU-KpglcXR1Z34STnS3660J8YbB_iB2zggwOIIgtbcqGbdjiu-aNjOD07g.mp3)

Attendees: Waylon, Caroline, Jeff, Raquel

Absent: Ben, Belinda, Li

## Agenda

25. Introduction/warm up/agenda review
26. Review action items from last meeting
27. Check in on Google Summer of Code/Docs
28. Prioritization of issues (Roadmap)
29. Decide next meeting topic

## Review action items from last week

- GSoD ready for next steps and should be submitted
- GSoC ready for next steps
- Migration of Roadmap in progress
- Many action items are still incomplete

## Discussion of Roadmap

Location: <https://github.com/opendatakit/tool-suite-X/projects/1>

- Need to finish migration from old roadmap to new roadmap
- Discussion on when to use a “note” vs “issue”
  - A note is for a general point that is not really a specific task that a single person can take on
  - An issue is a specific task that can be assigned to a person that has a unit of work to complete
- Discussion on the process of how things move along the roadmap
  - When items are moved to spec approved the item should have enough information that a person can implement the item without too many unknowns.
- Discussion of prioritization of the next task to focus on.

## Action Items

5. Li/Waylon will cull and re-tag issues

6. Ben and Caroline work on readme (can be very in progress -- click pencil and preview changes then hit commit)
7. Finish migrating Roadmap - Waylon
8. Ben will begin to draft up some documentation as he plans out upgrade.  
Ben/Waylon/Jeff email chain about how to tackle
9. Jeff will start to break down contributor guide

**Next Meeting Topic:** Migrating/Setting up project repo for ODK-X

Facilitator: Waylon

# April 9, 2019

Facilitator: Ben Green

Note taker: Caroline Krafft

Audio:

[https://www.uberconference.com/getmp3/AMIfv95ZMWcYu78ZzDvI-EQQyXhg4FNa33vSOp9clkWwJdnWsehAVBUH\\_QTcKDe8vMLtWfNTAjxM\\_UQLDIMnIIZ651OAhJXpk6WsmXIYxgGa4CLuBhr1IspORri\\_Ra0HZk-Wf7rtuMFQIQGPOyCypmivFmkEQvHzA.mp3](https://www.uberconference.com/getmp3/AMIfv95ZMWcYu78ZzDvI-EQQyXhg4FNa33vSOp9clkWwJdnWsehAVBUH_QTcKDe8vMLtWfNTAjxM_UQLDIMnIIZ651OAhJXpk6WsmXIYxgGa4CLuBhr1IspORri_Ra0HZk-Wf7rtuMFQIQGPOyCypmivFmkEQvHzA.mp3)

Attendees: Ben, Caroline, Li, Waylon

Absent: Jeff, Raquel, Belendia

## Agenda

1. Introduction/warm up/agenda review
2. Google Season of Docs update
3. Google Summer of Code update
4. Roadmap migration
5. Updating docs, renaming tools
6. ODK-X Sync method: docs and support

Notes:

## Google Summer of Docs (GSoD)

Ben registered as a (backup) admin

Ben needs to register as a mentor

ODK Forum Thread: <https://forum.opendatakit.org/t/google-season-of-docs/18520/2>

Confusion re: # of mentors

Caroline needs to sign up as a mentor

We need to start planning types of projects we would propose

Ideas in document in thread

Waylon: insights from GSoC. Model: small projects ppl try out on, pick best people. Docs from

Caroline to add to docs.

Very technical one: javascript injected interfaces (all the functions)

Here:

<https://docs.opendatakit.org/odk-x/injected-interfaces/?highlight=javascript%20injected>

Li: Functionality exposed through injected interfaces: example, swapping screens, need to send data back and forth to java side and javascript side. These mostly used internally by javascript code, many could be used to build tables/forms logic.

Waylon: Always questions about setting up cloud endpoints/sync endpoint

Li: There are docs issues on the repo labeled odk-x

Caroline: Have people go back through old forum posts for tips/tricks/things that are not documented and add

Ben/Li: Raquel working on features documentation

### **Google Summer of Code (GSoC) updates**

Today last day to submit proposals

Will have 5

Need to pick one by April 22.

Li will send all the proposals to all the TSC members after deadline ends -- at 11 o'clock

Giant email chain of decision making/can vote

Li would like us to rank

### **Roadmap migration**

<https://github.com/opendatakit/tool-suite-X/>

Discussion last time -- to migrate everything to one place

Now has its own issue queue

Alas, when they got moved, all the tags (labels) got removed with the automatic transfer

Li/Waylon can re-tag

Should update the read me and project cards

Nice thing we can now do: just add in an issue to the card

Need to copy the cards over - copy our columns over quickly

What information do we want here? Do we want to move developer wiki?

Read me: Different tools can be pointed to, etc., for contributors

Ben can do the copy of all columns

Ben suggests: Update readme as furthering our goal of onboarding developer

Waylon: Two stage approach: once some of that gets written easier to decide where some of that should be (where to plug in that content).

Ben question: delineate information location? Decide or make decisions as we go?

Waylon: a user goes to the docs, a contributor goes to github

Caroline: given finite human resources, incremental

Waylon suggests Caroline and Ben come up with introductory stuff

Links for cheat sheets:

[guides.github.com/features/mastering-markdown](https://guides.github.com/features/mastering-markdown)

<https://github.com/adam-p/markdown-here/wiki/Markdown-Here-Cheatsheet>

Ben: Post-migration, need to figure out priority issues. How? Li and Waylon prioritization?

Waylon: How to do that for next meeting's discussion

Ben: Any need to migrate under consideration to spec approved?

Waylon: Can wait another fortnight b/c next release further out than that.

### **Updating docs, renaming tools**

Waylon: Suggest we set the dates  
May release -- binaries will change in the May release  
Need to update the goal for releases to every other month and next release change binary names.  
Agreement from group.  
Docs should be updated before that release.

### **ODK Sync docs**

Agreement: Can definitely improve  
Jeff had a nice response  
Ben could potentially contribute to documentation as he plans out upgrade from v206  
Both ways to be more automated and documentation side  
As docker becomes more popular, has become easier to set up  
Issue: resources  
Caroline notes easy win of just delete all old stuff (e.g. Aggregate) and leave note that we used to do this and don't anymore

Next meeting facilitator: Caroline

### **Action items**

10. Ben needs to register as a mentor GSoD (April 12) **DONE**
11. Caroline needs to sign up as a mentor GSoD (April 12) **DONE**
12. Caroline or Ben need to confirm if Waylon needs to sign up as mentor **DONE**
13. Caroline/Ben/Jeff/Raquel email chain and work to brainstorm ideas on doc - in thread (April 12)
14. Li will send all the proposals for GSoC
15. All of us will weigh in -- rank -- the GSoC proposals
16. Li/Waylon will cull and re-tag issues
17. Ben and Caroline work on read me (can be very in progress -- click pencil and preview changes then hit commit)
18. Ben will migrate all the columns (except Li has already done some) **DONE**
19. Waylon will follow up with Jeff to divide the revising of docs and binaries
20. Ben will begin to draft up some documentation as he plans out upgrade.  
Ben/Waylon/Jeff email chain about how to tackle
21. Caroline in charge next time

### **Agenda for next time**

1. Prioritization of issues

# March 26, 2019

Facilitator: Jeff Beorse

Note taker: Ben Green

Audio:

[https://www.uberconference.com/getmp3/AMlfv941y8tAt7nXdziCTAO3dPmEuny2TkoUOvA7RIUUeHr3b9PFB6aUw0165b-hS1YxvfjLGzWHbVE5rFRGQgJite5R4te29Iljrne\\_LEk38Wgi1LBLwle9D6COhGPeWdxh4EmcHwDgZnfNsHmXZISHpmj\\_O6-Gjg.mp3](https://www.uberconference.com/getmp3/AMlfv941y8tAt7nXdziCTAO3dPmEuny2TkoUOvA7RIUUeHr3b9PFB6aUw0165b-hS1YxvfjLGzWHbVE5rFRGQgJite5R4te29Iljrne_LEk38Wgi1LBLwle9D6COhGPeWdxh4EmcHwDgZnfNsHmXZISHpmj_O6-Gjg.mp3)

Attendees: Waylon, Ben, Li, Raquel, Jeff

Absent: Caroline, Belendia

Agenda

7. Introduction/warm up/agenda review
8. ODK X vs ODK-X
9. Google Season of Docs
10. Google Summer of Code
11. Roadmap migration

## **ODK X or ODKX vs ODK-X or ODKX**

PMC approved the name change to ODK X (or ODKX)

There has been discussion on the forum about the form of the name: ODKX, ODK X, ODK-X

<https://forum.opendatakit.org/t/help-choose-the-odk-2-replacement-name/16397/41>

Vote in the meeting: all five TSC attendees in the meeting in favour of ODK-X

Waylon to email the PMC – PMC will have an email vote to confirm the change

## **Google Season of Docs**

Google program where OS projects can apply to have technical writers to work on the documentation.

Not restricted to college students.

Jeff has tagged Caroline on the forum, who is interested to mentor, but she has requested support from someone who can assist with the technical aspects.

Jeff not available as he's committed to GSOC already.

Waylon + Ben volunteered to support Caroline

Jeff offered to support with learning Restructured Text, the markup language used in the docs (<http://docutils.sourceforge.net/rst.html>, <https://docs.opendatakit.org/contributing/>)

Next steps: applications pending, Jeff to follow up, could start planning types of projects we would propose



## Google Summer of Code

Project is a continuation of last summer's push notifications project

Students have started opening pull requests, minor so far

One formal application and project proposal

New pull request from yesterday, adds features to the Android notifications, will be more substantial

The pull request / proposal link will be shared with the TSC

## Roadmap migration

*Friday's release:*

- Dependency updates, should fix a lot of upstream issues
- All languages converted to 2 char language codes in example forms
- Layout bugs fixed in Survey
- Tables app, fixed CSV file versions

*Update the roadmap with next release candidates*

- Survey swipe feature, approved – moved to Spec approved
- Date picker has an additional calendar – moved to Spec approved

Jeff may have additional bugs to report, will follow up

*Moving the roadmap to a different queue where we can raise issues*

Issue queue is housed in opendatakit / opendatakit, which is not obvious to users, no central place to house the issues and roadmap

Proposal to start a new repo in Git to use as a centralised place to store issues

Housing centrally could help users triage bugs more easily, when they're not familiar with the internal architecture

All in favour, agreed to go ahead and create a new central repo

Waylon to take lead in divvying up the work to perform the migration

## Next meeting

Tuesday April 9

Ben to facilitate

# March 12, 2019

Facilitator: Waylon Brunette, Raquel Bernedo

Note taker: Jeff Beorse

Audio:

<https://www.uberconference.com/getmp3/AMIfv96lt-iJFrrGMkQctZvknyGb9dHaQkRIIkI3NtlTefM>

[cwg\\_iLD2UudjlOvo6-mcj0f66\\_GdN2AEFa1JESyz9veSpZyZl6F2DytTk9AKGXootRE14M4oTtiyIYrpP6ovNJYpgJKuKf7pPY9IXxBS0Jn553DQTg.mp3](http://cwg_iLD2UudjlOvo6-mcj0f66_GdN2AEFa1JESyz9veSpZyZl6F2DytTk9AKGXootRE14M4oTtiyIYrpP6ovNJYpgJKuKf7pPY9IXxBS0Jn553DQTg.mp3)

Attendees: Waylon, Caroline, Li, Raquel, Jeff

Absent: Ben, Belendia

#### Agenda

1. Introduction/warm up/agenda review
2. GSoC
3. How to get more people to participate in the forum
4. Break down the issue from Under Consideration into Spec:
  - a. Provide end user readable error messages in app
  - b. Provide a clean version of application Designer
5. Discussion: setup a project called tool suite X and put the issue queue and roadmap

#### Google Summer of Code

GSoC is happening. We are continuing our Push notifications project from last summer with the goal of trying to reach a releasable state. We have a lot of students poking around now (mostly on Slack in the #internships channel). Would be a good opportunity to recruit more contributors. Either way we should be able to get some good work out of the student. Mentored by Jeff and Li.

#### Getting more people to participate in the forum

Offline discussion recap: Get people active on Slack? Send direct messages to people: welcome to the forum, please introduce yourself. Concern: many people may not be interested in the ODKX suite.

Maybe put a pin in this until Ben is back. We are identifying pools of people but what is the next step to actually getting them involved. In particular we can look at the influx of GSoC students and see if we can involve them more.

#### More accurate error messages

We need more specific instances of error cases and desired error messages. We have undergraduates working on this issue right now so more specific examples will guide them.

One example is the “quota error message” which is not really relevant anymore. Should show a “500” error which is a generic server error. Moved into Spec Approved.

The error messages in Survey and Tables need to be improved as well. Example: Importing stuff into Tables that wasn't in the right format crashed tables with no error message.

#### Provide a clean version of application designer

What should this look like? Answer: the goal is to make it easy for someone to start a new app from scratch. It is unclear what can be deleted and what can't in the config directory. A few

possible strategies: release a “clean version” that deletes everything that \*can\* be deleted, publish a list of files that can be deleted, publish a description of all files and what they do so people can delete on their own.

Decision: release a “clean version” with only the necessary files (and no example code and a clean assets directory).

Stretch goal for the future: Fix app designer so that you can delete everything in the config directory and have it work (which would make this clean version unnecessary). However this requires more work so the clean version is a good enough stopgap until this can be completed.

### **Naming**

ODK2 is now officially ODK X. We still haven't resolved what to do with our issue queue. The issue queue in the roadmap is being used by ODK1. They also keep an issue queue per tool, but our tools are so interdependent that they work better when they are aggregated together.

Proposal: Create a separate repo to track the issues for ODK X. Also put the roadmap in the same queue.

Right now we have a separate repo but it is not clearly labeled so we get a lot of unrelated issues there. People also look for issues queues on the specific project. This is tough in ODK X because people don't always know which tool they are using in that moment (in particular you move smoothly between Services and Tables and Survey). We need to make a clear link to whatever queue we have prominently in the readme of each tool.

### **For next call**

- Recruitment
- Issue Queue

Next facilitator: Jeff

## **February 26, 2019**

Facilitator: Waylon Brunette

Note taker: Ben Green

Audio:

[https://www.uberconference.com/getmp3/AMlfv97U7HzsY3b2YuXlvkrmwPOFI52tjo8yR34nWsP7OMmysRSYjpiodaUrgxFBdGGpTFIF24J0kvaXmj6RFcXcEL2FzxKDhD4mNWW6bIpYhLsUawXNUMNTOpC\\_PKlogc22svQdghG4q\\_Gf3jFAu9\\_96vHb8NyZQ.mp3](https://www.uberconference.com/getmp3/AMlfv97U7HzsY3b2YuXlvkrmwPOFI52tjo8yR34nWsP7OMmysRSYjpiodaUrgxFBdGGpTFIF24J0kvaXmj6RFcXcEL2FzxKDhD4mNWW6bIpYhLsUawXNUMNTOpC_PKlogc22svQdghG4q_Gf3jFAu9_96vHb8NyZQ.mp3)

Attendees: Waylon, Caroline, Li, Raquel, Ben

Absent: Jeff, Belendia

## Agenda

1. Introduction/warm up/agenda review
2. Upcoming release
3. Naming discussion
4. Roadmap

## Upcoming Release

- Bug fixes and security fixes
- Jeff working on some updates to ODK submit
- Goals is to have it out at the end of this month

Caroline has been active on the forums - great!

## Naming discussion

- on Forum with TSCs and PMC

Caroline summary:

- Still a need to distinguish ODK1 and 2, so various options were discussed
- Reached lazy consensus of moving forward with renaming ODK2 only

Waylon suggesting further brainstorming for ideas to clarify the name of TSC 1.

The currently proposed "ODK TSC" risks sounding like it represents the entire project, not just the ODK set of tools.

Determined to suggest further brainstorming on the forum thread to elicit further suggestions for the ODK1 TSC

## Roadmap

Ben summarises prior discussion with Waylon

Review of the Under consideration column - is there anything that needs to be moved into the column to support our goals?

Raquel has some team members producing documentation on the features in the ODK 2 tools

Caroline requests a fix to the issue with number selected. Waylon has a fix that has been implemented and is moving it's way into documentation.

Next call:

- Discuss in detail how to get more people to participate in the forum
- Waylon to break out one of the issues from Under Consideration into Spec approved – discuss the detail required
- Raquel to facilitate the next call on 12 March

# January 29, 2019

Facilitator: Li Lin

Note taker: Waylon Brunette

Transcript: <https://www.uberconference.com/chatdownload/NjYyMDQ3NjI0OTAxNDI3Mg==>

Audio:

[https://www.uberconference.com/getmp3/AMIfv97HE6MnwLr\\_r57PzN00I12QaXz8mZQIt5Z56XdTnNJ3zQz8vOfGmbolj29Y0I-wjM1qj834oR2RPyB8shdJISrquhG6WZ6YCY5zz5XZKUg1nPblqpl8W9fdDe-gUNi14SGntpC05k2lbJZJ9YiTPX-r9eDjEA.mp3](https://www.uberconference.com/getmp3/AMIfv97HE6MnwLr_r57PzN00I12QaXz8mZQIt5Z56XdTnNJ3zQz8vOfGmbolj29Y0I-wjM1qj834oR2RPyB8shdJISrquhG6WZ6YCY5zz5XZKUg1nPblqpl8W9fdDe-gUNi14SGntpC05k2lbJZJ9YiTPX-r9eDjEA.mp3)

Attendees: Waylon, Caroline, Li, Jeff

Absent: Raquel, Ben, Belendia

## Agenda

1. Introduction/warm up/agenda review
2. Review action items from last meeting about creating road map goals
3. Next meeting time and roles
  - a. Facilitator:
  - b. Note taker: (Usually facilitator from last meeting)
4. Review action items

Caroline requested an update on ODK 2/ODK X naming?

Waylon discussed that it looks like ODK 2 will be renamed ODK X, working on figuring out new names for TSC 1/TSC 2. May come in form of brainstorming or a singular proposal.

Worked on adding ideas to roadmap.

- Waylon discussed areas to add contributors - two additional people to monitor the forum, two people to help with documentation, and two people to work on fixing issues in the issue queue. (See project board on GitHub for details)
- Caroline discussed ways to make it easier to onboard with ideas such as more pointers to resources when adding things to forum. More lateral links so when people can learn about other areas. Improved use of tagging on forum (See project board on GitHub for details)
- Li discussed how to onboard contributors. Discussed that issue queue is really set up with vocabulary that requires you to know what is going on already. We are also too brief in describing the issue. Missing a startup page that explains all the tools, code locations, style guides, etc. (See project board on GitHub details)

- Jeff discussed usability issues of load time - that we should increase responsiveness or have add an indicator. Getting Deploy working would help improve so we could get rid of app-designer that has issues with grunt and the fact the examples files all need to be deleted. Also document the javascript API. Add log locations to the documentation (See project board on GitHub details)

## January 15, 2019

Facilitator: Caroline Krafft

Note taker: Jeff Beorse

Forum thread: <https://forum.opendatakit.org/t/odk-2-community-call-2019-01-15/17035>

Transcript: <https://www.uberconference.com/chatdownload/NjQ2NjE0OTc5OTc1NTc3Ng==>

Audio:

[https://www.uberconference.com/getmp3/AMIfv94GaSyWaZVxQ0IddEToQwHAag\\_VLdmdUi7bTEMEAVBE8YsljDzotzsJlm3U3tuRLp5m9Th54EG-RR2Cgg-8FPmlijZSBpOthUiUPPXWBSXNVHhGIlovtWgccUT7Wvm2uKSbviJnZLp81MF\\_-0T\\_ilo7GzpqyQ.mp3](https://www.uberconference.com/getmp3/AMIfv94GaSyWaZVxQ0IddEToQwHAag_VLdmdUi7bTEMEAVBE8YsljDzotzsJlm3U3tuRLp5m9Th54EG-RR2Cgg-8FPmlijZSBpOthUiUPPXWBSXNVHhGIlovtWgccUT7Wvm2uKSbviJnZLp81MF_-0T_ilo7GzpqyQ.mp3)

Attendees:

Absent:

### Agenda

1. Introduction/warm up/agenda review
2. Review action items from last meeting
3. Roadmap population
4. Next meeting time and roles
  - a. Facilitator: Li Lin for Tuesday Jan 29, 2019
5. Review action items

### Notes

Did we get an update on ODK 2/ODK X naming?

- The PMC is meeting on that today

Review action items from last meeting

- Ben's pull request

- Help was received (thanks, Jeff, Waylon, Yaw)
  - Submitted and merged
- GSOC Mentor post
  - Updated the existing thread
- Documentation PR
  - Closed due to inactivity
  - Jeff will open a new PR
- Photos
  - Everyone but Li has a photo
- Ben has successfully made us headers for the headers
- Ben has updated the links for the governance docs
- Did a good job on getting action items from last week done!

#### New release

- Props to the developers
- Lots of maintenance and clean up work
  - Zebra Printer and sensors libraries were updated
  - Rereleased as Alphas as this reduced stability
- Updated gradle and Android support libraries
  - Fixed bugs related to the gradle issues
  - NOTE: When Google does these updates it breaks our code and adds maintenance costs
- Other bug fixes such as Navbar issues and wordwrap UI improvements

#### Sync Endpoint Documentation

- Lots of forum posts on how sync endpoint docs were out of date
- This release had a lot of changes to how the synd endpoints work, but the docs hadn't been updated yet
- A PR has been submitted and merged

#### Roadmap

- Issue Queue
  - Start by making roadmap items as notes instead of issues
  - TBD where the actual issue queue lives
- Added to Roadmap. See: <https://github.com/opendatakit/roadmap/projects/2>
- Should we have a list of features that are already completed (as supplement to the list of features we want)
  - Would make it easier to understand what features already exist in the tools
- What are goals?
  - Are they overarching? Such as "Improve documentation"?
  - Or are they specific and meant to be carried across the board
  - Consensus: Lead more towards overarching, which can be a reference for generating other tasks

- We might not need to know immediately how to achieve a goal when stating it
- These goals should guide where the TSC goals. We need to be mindful of what goals we set and what action items come out of them.
- Goal vs Action Item
  - Goal Increase the user base
  - Action Item increase the responsiveness on the forum
- Goal suggestions:
  - Increase user base by X
    - Reasons against:
      - If we do all the other improvements, this should happen naturally
      - Its hard to measure
      - We need more contributors before this is real
        - People are not getting their questions on the forum answered for a month
    - Reasons for
      - We get more feedback and a better guide toward improving the tools
      - Where do our priorities come from? Should it come from users (which this task addresses)? From the TSC? If we're driven by our users then that creates a better product.
      - By engaging more users we will drive our direction in a different way
    - Alternative
      - Do both increase our user base and increase our contributors as sister goals
    - If we put it up, we need to prioritize attainable goals that would drive this one
  - Other suggestions were added to the board without controversy
  - Suggestion: we should have some smaller goals too
- How do we prioritize goals?
  - Do we explicitly document it?
  - Is funding a goal or just how we prioritize?
  - We are limited by our capacity and we need to think hard about how to improve that capacity
  - We should create smaller concrete goals out of the big ones and prioritize those, which will spawn concrete tasks
  - Resources is always the key, in all open source projects.

#### Action Items

- Ben: Take a specific goal and find a concrete action that could be done.
  - Break down increase the contributor base
  - Waylon will work with Ben on this one
- Caroline: Take goal make it easier to onboard users



- Li: Take goal make it easier to onboard contributors
- Raquel: Make it easy for potential contributors to see which features have been developed
- Jeff: Take goal increase usability
- Next meeting: Prioritize the goals

# December 18, 2018

Facilitator: Ben Green

Note taker: Caroline Krafft

Forum thread: <https://forum.opendatakit.org/t/odk-2-community-call-2018-12-18/16803>

Transcript: <https://www.uberconference.com/chatdownload/Nji3NjkyMzU3NzY2MzQ4OA==>

Audio:

<https://www.uberconference.com/getmp3/AMIfv94f4BFVGyVwPDBYfPUX0RFQXdCu-9JGrCFzi vDyIBFXgNNQ85YheSH3TAoLYDeP6YKryoJsCzqArIktjny-YyoBSQKhRjc2ebvnff5bKpJh9m5tkl ERDXkGItzOybPyA7JDb6Wi6w8lbJf1qEKgeDNIM59DsA.mp3>

Attendees: Waylon, Caroline, Li, Jeff, Belendia, Ben

Absent: Raquel

## Agenda

30. Follow up on action items
31. Governance documents for ODK 2 TSC
32. Setting up and populating the Roadmap for ODK 2
33. Update on current development and work in progress

## Notes

1. Follow up on action items
  - a. Send a pull request on gov docs
    - i. Ben: In process
  - b. Make a forum post about Google Summer of Code
    - i. Jeff: pending
    - ii. Deadline: unclear
  - c. Documentation
    - i. Was a pull request, some problems, Jeff and Yaw gave feedback, waiting to see if revised, can revise
    - ii. Question of how to keep working on learning curve
      1. Jeff: Part of roadmap?
  - d. Website: TSC info
    - i. Could link to forum avatars, but photo seems better
    - ii. Waylon photo already in repo for PMC
    - iii. Jeff can submit a photo
2. Governance documents for ODK 2 TSC
  - a. Ben: some items/links need to be updated

- b. Meeting history records who facilitated (google sheet)
  - i. Ben: not something we need immediately, but do we want a formal document?
  - ii. Waylon: Start minimalist then expand if needed
  - iii. Group: Just remove (at least for now)
- c. No agenda item parking lot
  - i. Ben: Can probably handle it through forum posts, if we later find there are issues we are not getting to, add this.
- d. Ben: Uberconference, Forum category, Forum tag: same
- e. Ben: Updated project pages links
- f. Ben: TSC governance guidelines
- g. Ben: Meeting facilitator checklist ok, few links need updating done in forked copy
- h. Ben: Public governance page Ben will submit a pull request
- i. Ben: Communications need updating
  - i. Waylon: wait until after renaming
  - ii. Ben: New tags and channels post-renaming
  - iii. Waylon: suggest removing for now
- j. Ben: Process
  - i. Ready to commit to a regular meeting time? Currently updated to fortnightly and meeting times announced on Forum
  - ii. Not assigning a timekeeper (seems okay)
  - iii. Any strong opinions on the decision making process?
    - 1. Caroline: pro lazy consensus
    - 2. Jeff, Li: Second
    - 3. Waylon: Generally in favor, but need to be specific about time frames, but don't have to specify right now (keep in mind). Normally 48 hours?
    - 4. Ben: Maintain for now and keep an eye on async. communications to make sure don't slow us up/disadvantage anyone
- k. Adding new committers
  - i. Waylon: up to us
  - ii. Jeff, Li: Fine for now until a problem
  - iii. Jeff: 3 is 50% of us for the vote on a new committer
  - iv. Waylon: TSC 1 are 9 we are 7 but seems reasonable
  - v. Ben: What does a committer do?
  - vi. Waylon: Committer role gatekeeper
  - vii. Ben: adding new?
  - viii. Waylon: not added new committer in a year
  - ix. Decision: roll it as is
- l. Roadmapping (see also below #3)
  - i. Ben: looks in line
- m. Meeting facilitator checklist
  - i. Ben: A few items to take out, otherwise straightforward. Light edit

- n. Running meeting, wrapping up, asset ownership all seem same
- o. Summary: general agreement on updates.
- p. Other document: technical steering committee document
  - i. Ben will submit a pull request for names and orgs, seems to cover both TSCs
  - ii. Waylon: PMC has veto authority (this document is the actual governance document)
  - iii. Ben suggests as is, add names. Don't see any reason to split.
- q. Submit a pull request to public website to add TSC 2 members on to that.
- r. Any other pages?
  - i. Waylon: Not public facing, repo etc., will push those through

### 3. Roadmap

- a. Ben: Can we add another project? Waylon seemed to be suggesting another repo...
- b. Waylon: Not suggesting that, didn't think could, very happy keeping under roadmap
- c. Ben: Not sure had permissions.
- d. Waylon: Has permissions, issue naming
  - i. Did(!) make Roadmap ODK 2
- e. Ben: Who can add cards?
  - i. Waylon: Accept invite and can add cards
- f. Headers
  - i. Ben: Do we want to do headers?
  - ii. Waylon: Indifferent
  - iii. Caroline: Use same and then revise?
  - iv. Group: Use same.
- g. Waylon: Important reminder need to use pull requests
  - i. Need others to sign off
  - ii. Do not commit directly
  - iii. Good open source practice to review
- h. Jeff: Bigger question: Nitty-gritty vs. big picture in road map
  - i. Example: under consideration do we all just put stuff up?
  - ii. Waylon: Under consideration is what is being discussed. Spec Approved means it is ready to have someone do it, in progress means someone assigned to it, done, icebox follow (very linear)
  - iii. Jeff: Things on the roadmap (spec approved) good for grant writing
  - iv. Waylon: Or other way (go through spec approved into mainline). Do not need as long a spec. as TSC 1 (they do good job documenting)
  - v. Ben: Once going will be helpful to have, interesting question how to document testing.
  - vi. Waylon: Another column could be broad goals and then we make cards under it that are specific. Reducing the learning curve very broad.

- vii. Jeff: Likes idea of goals column for cohesive vision.
  - i. Ben: Teaching materials/instructions for submitting pull requests?
    - i. Waylon: Jeff and Li may have? Nothing handy. But someone will review
    - ii. Li: documentation has a contributor's guide
      - 1. Link: <https://docs.opendatakit.org/docs-tech-guide/>
    - iii. Caroline also clueless but some built in tutorials
    - iv. Ben will share what he learns
4. Development work going on
- a. Waylon: Biggest change sync-endpoint's build environment
    - i. Was half aggregate, trying to jettison, builds into a docker, tests into a docker
    - ii. Testing under CircleCI
    - iii. Bug fixes have gone in
    - iv. Binaries up, but everything taking a while, working through
    - v. Instructions need to be updated
    - vi. Submits alpha needs to go up as well
    - vii. Need to move code to submit repo before that
    - viii. Bug fixes: Everything from header, spacing, survey
    - ix. Updated to all of the latest google plugins etc.
      - 1. Current as of a month ago
  - b. Ben: How announce changes?
    - i. Waylon: Usually Forum. Lots of changes in Sync-endpoint. Changes good, make a lot more sense, instructions need to be rewritten
  - c. Ben: How do we update documentation?
    - i. Waylon: Need to do a pull request to fix it (in copious amounts of spare time), against the docs repo, then someone needs to approve it.
    - ii. Ben: Long term figure out a way to spread documenting around.
    - iii. Waylon: Normally try to just do one very intense afternoon. Kept delaying release, decided to push (piecemeal this time).
5. Next meeting: Skip New Years, when instead? Usual would be January 15.
- a. Caroline will organize.
  - b. We can develop an agenda
    - i. Ben: actual roadmap items, larger priorities

### **Actions:**

- 1. Ben is working on pull request on gov docs
  - a. Needs some help
- 2. Jeff make Forum post about Google Summer of Code mentor
  - a. Do after holidays

- b. All: send anyone who might want to be a mentor to Jeff
- 3. Jeff will fix pull request on documentation for ODK 2
  - a. By next call
- 4. Jeff will submit a photo
- 5. Waylon can help with pull request
  - a. Ben needs to email times to talk
- 6. Ben will make us headers for the Roadmap ODK 2
  - a. Same as current one + Goals column (second after welcome)
  - b. So we can start populating
- 7. Ben will submit a pull request for names and orgs to TSC doc
- 8. Ben will submit a pull request to public website to add TSC 2 members on to that.
  - a. Trying before Christmas to get pull requests submitted

## December 4th, 2018

Facilitator: Jeff Beorse

Note taker: Li Lin

Forum thread: <https://forum.opendatakit.org/t/16389>

Audio:

<https://www.uberconference.com/getmp3/AMlFv97fFf6oRd6QQedW3UzIIKvDK99euCc2ycM5QGcbZ3UXnZ5wSKTZFqUI7unypGJjp600afS6RMix3CYvjy-imKm2-x1bToW9kawuiAza-1W4ygt6SvalL7IBHT4iY16nGTH0QigxNXU1YVvX4L4euF7VN7iCoA.mp3>

Attendees:

Waylon, Caroline, Li, Jeff, Belendia, Ben

Absent:

Raquel

Agenda

- 1. Rename
- 2. Project Management Tools
- 3. GSoC
- 4. Learning Curve

## 5. Release

**1. Renaming** – Reminding everyone that there is the private discussion going on in the forum and people should participate. Jeff gave a brief summary for those not paying attention and Ben inquired about if there were nuances we wanted to discuss. Waylon reminded people that the discussion should really be in the official thread and gave preview of his upcoming response to the thread.

**2. Project Management Tools for the TSC's use** - Jeff gave a recap about his task of previewing/finding a tool. GitHub has been the standard and what the project's been using. Jeff raised an another tool: Trello, used by many FOSS projects. More than what we need, could consider in the future if the need arises.

Caroline: Been using Trello, but ok to use GitHub's project board

Ben: Been using Trello, wants to try GitHub's project board for its integration with GitHub. Trello is easy to use.

Belendia, Waylon, Li: Could use either

Jeff: Consensus is to use GitHub

General discussion about project board setup. We could do project boards with each repos or special repo for boards. The bigger question is how do we want to organize? ODK1 uses special repos for boards: governance, roadmap:

<https://github.com/opedatakit/governance/tree/master/TSC1>

Consensus is we will follow TSC 1 design for now.

Jeff: Start by making documents on [github.com/opedatakit/governance](https://github.com/opedatakit/governance), asks for volunteer to send pull request

Waylon: Suggests using ODK X for name for now (temporary placeholder)

Ben: Will send pull request

Caroline: How will the discussion process look like

Ben: Should everything be copied? Such as processes for adding committers. Might cause confusion.

Jeff: Copy everything, discuss next call

Ben: Post on forum in a few days

### Action – Ben

Send pull request to create TSC X(temporary placeholder) documents.

**3. GSOC** – Jeff gave a summary of GSOC. GSOC is a Google organized event to pay students to work on FOSS projects. Jeff mentored a student last year to work on a push notification project. The project is not ready for release but pretty complete. This year, Nafundi will not be

the organization admin, DIAL will be an umbrella org. See forum for discussion (<https://forum.opendatakit.org/t/15940>).

DIAL rule calls for 3 mentors for each student. Currently Jeff and Li agreed to mentor.

Discussion on GSoC Mentorship

Ben: Inquires whether the mentorship is a technical mentorship

Jeff: Confirms that it is a technical mentorship

Waylon: Proposes that we should look outside of the TSC for mentors

Caroline: Suggests that we could try posting on the forum. Caroline would be happy to volunteer as a non-technical mentor.

Jeff: Mentions that Google has an up-coming project, called Season of Docs, for aspiring technical writers. Jeff will put up a forum post to find potential mentors.

Waylon: Could look through Git log to find a mentor.

#### **Action – Jeff**

Make a forum post and/or contact individuals about GSoC mentorship

**4. Learning Curve-** Jeff discusses the general problem for people to get started as there is a steep learning curve. Jeff suggests that tutorial videos would be a useful resource but videos are costly to create.

Discussion:

Li: There is a pull request for some docs revision contributed by Caroline et al <https://github.com/opendatakit/docs/pull/911>

Jeff: Will follow the pull request

Caroline: Possible to turn videos into a student project

Ben: Asks about priority on different aspects of docs

Waylon: Introductory material is a high priority but difficult to find funding.

Jeff: Should we seek a process for finding priorities

Waylon: When GitHub boards are up they will help us find priorities. The priorities are useful for contributors but our priorities do not always match funders'.

Ben: Rewarding for contributors to see their impact.

#### **Action – Jeff**

Follow up on docs pull request.

Next meeting December 18, 2018, 15:00-16:00 UTC

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# Nov 19, 2018

Facilitator: Waylon Brunette

Note taker: Ben Green

Forum thread:

Audio:

[https://www.uberconference.com/getmp3/AMIfv96pagSlq\\_koopg7p9FtVWZCjLgix9clw3Nqr8h9wOJIUA75sN2L7wkkh7Sty7kWxuafyQLBL9QAxaMsneNRxvbOb-SutPIBgcvHAPiq5UTryaoPO1bUjtKwmggnutP5Eybk64VAVIJA8nw090B\\_AeOkyyXQ.mp3](https://www.uberconference.com/getmp3/AMIfv96pagSlq_koopg7p9FtVWZCjLgix9clw3Nqr8h9wOJIUA75sN2L7wkkh7Sty7kWxuafyQLBL9QAxaMsneNRxvbOb-SutPIBgcvHAPiq5UTryaoPO1bUjtKwmggnutP5Eybk64VAVIJA8nw090B_AeOkyyXQ.mp3)

Attendees: Waylon, Caroline, Li, Jeff, Racquel, Belendia, Ben

Absent: None

Agenda

34. Introduction

Waylon offered to take the lead on the call.

Reminder that the call is recorded.

WB points out the chat function in Uberconference

## Documents

Governance rules of the TSC:

<https://github.com/opendatakit/governance/blob/master/TECHNICAL-STEERING-COMMITTEE.md>

This is the document we are operating under at the moment.

Put together for TSC1, but currently in place for TSC2

Rather than change up-front, WB would like changes to come from the group.

Working documents used for TSC 1

<https://github.com/opendatakit/governance/tree/master/TSC1>

This can be adopted and adapted by TSC2.

Our community is of a different size and at a different stage.

Great place to learn what's happening on that committee

Works well - rotating responsibility for the schedule of the call. Important empowerment of everyone involved.

This can be changed by a vote.

**Action – All:**

Examine the document and prepare to discuss in more detail in the next meeting.

Goal of the TSC is to set the direction of the project.  
Prioritise what needs to be fixed.

Example: if Benetech develop a new UI to sit on top of Sync Endpoint, it was previously the responsibility of UW. It is now the responsibility of this body.

### 35. In-depth introductions

#### **Waylon**

Graduate student at UW  
Around since the beginning of ODK  
Has touched most parts of the codebase

#### **Belendia**

Works for Path  
Engaged in customising data collection requirements.  
Experience working in JS and Python  
Experience in DBMS  
Can commit 2 hours per week

#### **Jeff**

Worked at UW for 2.5 years implementing ODJK2  
Has done the documentation overhaul and supported a GSOC  
Sets aside 5-10 hours for ODK related things

#### **Li**

At UW  
Working on ODJK codebase for 2-3 years  
Has worked on most parts of the tooling  
5-10 hours availability for the steering committee

#### **Ben**

World Mosquito Program  
User experience and product development background  
Using ODK 2 since 2016  
4 hours / week

#### **Raquel**

Spanish Red Cross  
Using ODK1 for 3 years  
Engineering background, but not currently programming

User experience skills

Has conducted a pilot in Greece with ODK 2

2-3 hours per week availability

### **Caroline**

St. Catherine University

Using ODK2 in Egypt

Bought programming in-house in 2017

Limited technical capabilities

Available time is dependent on the semester

### 36. Current roadmap

Trying to get an updated sync endpoint

Updated sensors release for this month

TSC2 should come up with what the new roadmap is

What tool could be used for managing a roadmap?

- Bitbucket

- Asana

- Github

### **Action - Jeff**

Compile list of links of different project management tools and send out over email

All to send suggestions to Jeff

WB - if we don't choose Github, there should be a reason

10 items that have been slated since Jeff left – not getting done without resources

Bug fixes

Keeping up-to-date with Google, things get broken ~ 3 months

Li: e.g. in last release updated the ? Library, which helps developers write android apps

<audio loss>

Updating deprecated features, and ensuring the behaviour and UI was relatively the same

WB: Collect is doing the same thing, nearly caught up

Fixing and maintain: 1/3 - 1/2 of the development effort of UW resources

CK: asks about scale and nature of the grants on the project

WB: previously had enough required resources: 3 devs and more grad students

Now - 1 part-time dev, Clarice

Goal is to have more devs, some grant applications in process

Dial put out a call for funding: Grant for an open source project that pulls together development resources

BG: would this body submit grant proposals?

WB: individuals in this body would submit, not the body itself

CK: will TSC2 try to help coordinate grant applications?

At what stage does it get involved?

JB: hypothetical. If I'm interested in a grant, it could be Jeff and individuals applying, but not the TSC as a body. But, the TSC would approve the contents of the grant?

WB: 2 ways it could go

1. could get approval for contents of the grant from the TSC and then apply
2. Apply and build and then submit to TSC and see if it is approved

BG: TSC could discuss the most desirable approach and then decide on actions that would make

### 37. Communication channels

Public meetings

- Jeff agrees community calls the right way to go
- Seconded by Caroline, Li, Ben, Belendia

WB: should we combine community and TSC calls?

CK: How many community members show up and do the calls go overtime?

Discussion on whether to combine, how TSC1 does it.

Consensus to combine the same call. Community concerns could be time boxed, and TSC members would have voting powers.

All in agreement.

How often should we meet?

Fortnightly suggested, and agreed

Email

- Good but private

Slack

- Limit of 10k messages is a drawback

Forum

- Li prefers Forum to Slack, because of the 10k limit of Slack messages

- Will attract other people's ideas and may influence other people to join the call

### **Action - Jeff**

Create a Thread for the next meeting on the Forum

- Agenda: what PM tool do we want to use

38. Next meeting time and roles

- a. Facilitator: Jeff
- b. Note taker: (Usually facilitator from last meeting)
- c. Tuesday, December 4, same time

39. Review action items

- a.

# Agenda Template

Facilitator:

Note taker:

Timekeeper:

Forum thread:

Transcript:

Audio:

Attendees:

Absent:

## Agenda

40. Introduction/warm up/agenda review

41. Review action items from last meeting

42.

43. [Roadmap](#) check-in

44. +/-Δ

45. Next meeting time and roles

a. Facilitator:

b. Note taker: (Usually facilitator from last meeting)

46. Review action items

a.