2021-06-21 Release & Docs Project Meeting

Attendees

- Szymon Golebiewski

1. Prefix the topic name with the following tags, if applicable:
   a. [idea] - the topic owner introduces a new idea to be discussed
   b. [information] - the topic owner only provides information
   c. [decision wanted] - the topic owner is looking for a decision
   d. [discussion] - a general discussion
   e. [question] - the topic owner is looking for an answer
2. Add the topic owner name in parentheses at the end of the line

Agenda

1. What does the Release manager do?
2. Get epic owners to join release and doc meetings.

Minutes

Action items

Szymon Krasuski will create a section about release management

Nick Davey find owners of Epic in TF Jira and invite them to Monday release and doc meetings

Nick Davey to ask those EPIC/stories owners to update TF Jira Explanation what each Milestone means Template

Nick Davey tell those owners that they need to create an LFN account to be able to log in to JIRA

Szymon Krasuski figure out with Marek do we need TF core Kanban board.

Szymon Golebiewski to chase Andrey about writing down the process of creating a new TF build

Casey Cain get an update from Brandon regarding the announcement of the last release