

Decisions and Actions – Notes from the Ad Hoc Release Planning Group

1. We will do a full system test on mss2 prior to installing on mss3 (the production server). Our intent here is to catch any solaris or configuration dependent problems that might not have been visible on lefty (the development server).
2. After the install on mss2 has been completed, we will announce to the public that RUcore, WMS, and NJDH will be down with a projected date and a note that we don't expect anymore than one day of down time.
3. We will show the announce date on our targets (Isaiah will be responsible for the announcement with Kalavani as the backup).
4. We identified specifically a two week period immediately after the release to the public in which we would be tracking and filing MRs (bugs). The release manager will facilitate decisions on each of these bugs as follows: a) a relatively minor bug which can be fixed in the next major release or b) a major bug which will be fixed in a dot release. After the two week interval, a dot release will be configured (if necessary) to fix the critical bugs. If a bug has a major impact on a user but is easy to fix with low risk, we just install it on mss2 and mss3 without announcing down time of NJDH and RUcore. We decided to remove the phrase "quick fix" from our vocabulary.
5. During the system test period on mss2 and mss3, all software developers must plan to be available.
6. We will always keep an operational version of the production release on lefty so that bugs found on the production server can be fixed and tested. For example, per Kalavani's last email, our current production version is in wms_prod (R2.1.1) and the R3.0 code for development and test is in wms_dev and wms_test respectively.
7. We will version all of our major subsystems for release to Dave (Jeffery will handle this specifically with dlr/EDIT).

Proposed Changes and Additions to the Release Process

1. The release manager in consultation with the responsible software developer will make the decision about whether a bug should be fixed in a dot release or scheduled for the next release. ([A workaround solution for a major bug is preferred.](#))
2. The fix must be tested on Lefty and signed off by the release manager for installation on mss2.
3. Part of the release planning process will include a list of bugs that were not fixed and are scheduled for the next release. Developers should check Bugzilla for bugs.

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