

Project Intake checklist

This is a checklist for TSC's to review as part of the intake process. The TSC should review this entire list during the kickoff meeting. For anything outstanding, create an [issue](#) to track and link to it in the list.

- ✓ Copy this checklist to a project specific location for tracking
- ✓ New name for the project
- ✓ Acceptance Criteria
 - ✓ Have an open and documented technical governance, including:
 - ✓ A LICENSE file in every code repository, with the license chosen an OSI-approved license.
 - ✓ A README file welcoming new community members to the project and explaining why the project is useful and how to get started.
 - ✓ A CONTRIBUTING file explaining to other developers and your community of users how to contribute to the project. The file should explain what types of contributions are needed and how the process works.
 - ✓ A CODEOWNERS or COMMITTERS file to define individuals or teams that are responsible for code in a repository; document current project owners and current and emeritus committers.
 - ✓ A CODE_OF_CONDUCT file that sets the ground rules for participants' behavior associated and helps to facilitate a friendly, welcoming environment. By default projects should leverage the Linux Foundation Code of Conduct unless an alternate Code of Conduct is approved prior.
 - ✓ A RELEASE file that provides documentation on the release methodology, cadence, criteria, etc.
 - ✓ A GOVERNANCE file that documents the project's technical governance.
 - ✓ A SUPPORT file to let users and developers know about ways to get help with your project.
 - ✓ Complete and approve the Technical Charter and agree to transfer any relevant trademarks to The Linux Foundation or its affiliate, LF Projects, LLC, and to assist in filing for any relevant unregistered ones.
 - ✓ Submit a completed Project Contribution Proposal to the TAC for consideration
 - ✓ Schedule to present at an upcoming TAC meeting (provide date).
 - ✓ Submit presentation to the TAC (provide link to presentation).
 - ✓ Receive the affirmative majority vote of the TAC (provide date).
 - ✓ Receive the affirmative majority vote of the Governing Board (provide date).
- ✓ New Project Intake
 - ✓ Establish TSC
 - ✓ Location for TSC documents and meeting notes (recommendation is tsc directory in main repo, and then meetings under the tsc directory)
 - ✓ TSC members identified, added to GOVERNANCE.md.
 - ✓ First TSC meeting held (agenda)
 - ✓ Elect TSC Chairperson
 - ✓ [On hold] TSC meeting cadence set and added to project calendar (<https://lists.lfenergy.org/calendar>)
 - ✓ [On hold] Code scan completed and any recommendations remedied (details at <https://wiki.lfenergy.org/display/HOME/The+Linux+Foundation+License+Scanning+and+Analysis+Support+Program+for+LF+projects>).
 - ✓ Infrastructure
 - ✓ [On hold] Source Control (Github, GitLab, something else) and LFE Staff is an administrator.
 - ✓ Developer Certificate of Origin past commit signoff done and DCO Probot enabled.
 - ✓ [On hold] Issue/feature tracker (JIRA, GitHub issues) and LFE Staff is an administrator.
 - ✓ Collaboration tools
 - ✓ [On hold] Mailing lists - one of (refer to guidelines:
 - ✓ Create new list(s) (default is -discussion@ and -private@ - create service desk request to provision)
 - ✓ Move to <https://lists.lfenergy.org> (create service desk request to setup/transfer)
 - ✓ [On hold] Establish project calendar on <https://lists.lfenergy.org> (refer to [guidelines] (<https://wiki.lfenergy.org/display/HOME/Project+Collaboration+Tools#ProjectCollaborationTools-Calendars>))
 - ✓ [On hold] Slack or IRC (create service desk request to setup Slack project channel - refer to guidelines)
 - ✓ Website (if needed)
 - ✓ CI/build environment (if needed)
 - ✓

- ☒ [On hold] Add project to LFX Insights (create service desk request to trigger) see: Add/Update project on LFX - OpenSTEF · Issue #10 · lf-energy/foundation (github.com)
- ☒ [On hold] Add project to LFX Security (create service desk request to trigger) see: Add/Update project on LFX - OpenSTEF · Issue #10 · lf-energy/foundation (github.com)

☒ Project assets

- ☒ [On hold] Domain name (create service desk request to create/transfer)
- ☒ [On hold] Social media accounts (create service desk request to setup/transfer - if needed)
- ☒ [On hold] Logo(s) (create service desk request to create); will be added to artwork repo in SVG and PNG format and color /black/white) **Frank: service request submitted**

☐ Outreach

- ☐ [On hold] New project announcement done (create [service desk request](#) to trigger)
- ☐ [On hold] Project added to LF Energy properties
 - ☒ Website (<https://lfenergy.org/projects>)
 - ☒ LF Energy landscape (<https://l.lfenergy.org>)