
Libre Space Foundation Documentation

Libre Space Foundation

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- *Overview*
- *Currently active projects*
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- *Contributors*

1.1 Overview

Libre Space Foundation develops and supports a variety of open-source projects for space. For each project there is a project manager and a LSF Board Champion (more on those [\[Roles here\]](#)(Roles)).

1.2 Currently active projects

The following major projects are in active development:

Project	Project Manager	Board Champion
SatNOGS Client and Network	Vasilis Tsiligiannis	Pierros Papadeas
SatNOGS DB and DW	Corey Shields	Vasilis Tsiligiannis
SatNOGS Radio and Comms	Manolis Surligas	Pierros Papadeas
SatNOGS GS Hardware	N/A	Dimitris Papadeas
SatNOGS Operations	Dimitris Papadeas	Eleftherios Kosmas
PQ9ISH	Pierros Papadeas	N/A
Rocketry & Balloons	Manthos Papamatthaiou	N/A
Infrastructure	Vasilis Tsiligiannis	Manthos Papamatthaiou

1.3 Previously active projects

The following major projects have previously been in active development:

Project	Project Manager	Board Champion
UPSat	Pierros Papadeas	N/A

1.4 Contributors

Libre Space Foundation is an active and welcoming community around open source space projects. We welcome all contributors in our projects and repositories. We recognize those contributors that have been making considerable contributions in our projects by inviting them in our “LSF Contributors” group. In practice this recognition (pending LSF board approval) means:

- Access to the [LSF Contributors](#) forum category
- Email alias using the `user@libre.space` format
- Recognition in the [About Us](#) page in <https://libre.space>
- Developer role in the [lsf-org](#) repository, used for tracking cross-LSF work

Please reach-out to pierros@libre.space if you think that you should have access to the above, yet you don't seem to.

- *Overview*
- *Kanban board*
 - *Open column*
 - *To Do column*
 - *Doing column*
 - *Done column*
 - *Closed column*
- *Retrospective*
 - *Rules*
 - *Process*

2.1 Overview

This is the recommended Mode of Operation for Libre Space Foundation projects. GitLab issues shall be used as the platform for the project management of LSF projects. Kanban board shall be utilized to facilitate the project management process.

2.2 Kanban board

The Kanban board shall have the following columns:

- Open

- To Do
- Doing
- Done (optional)
- Closed

Kanban process is task oriented. So, all issues created shall involve a task or be expressed as tasks.

2.2.1 Open column

Once an issue is created, it goes in the Open column as a new card. Cards which remain in this column shall always be unassigned. The idea with this column is that people can have a quick visual indication on which issues are pending. No GitLab label shall be used for this column

2.2.2 To Do column

The backlog can grow quite large but the team has a maximum working capacity. The 'To Do' column is used to limit the pending work which can be overwhelming for the team. A set of cards is selected and moved to the 'To Do' column. These are the issues that the team shall focus on. Cards which remain in To Do state shall always be unassigned. The idea with this column is that people can have a quick visual indication on which pending issues to focus on. The set of issues in ready state shall be selected based on:

1. How ready are the issues to be worked on
2. If they all deliver a working feature
3. The future working capacity of the team.

The number of issues in this column shall be kept low and not more than the team can handle. A GitLab label shall be created for this column. The label shall have #F0AD4E as a background colour.

2.2.3 Doing column

People can assign themselves issues using this column. This shall be done by:

1. Pulling the card from 'To Do' to 'Doing' column and
2. Assigning the card to themselves.

Cards which remain in doing state shall always be assigned. The idea with this column is that people can have a quick visual indication on which issues are worked on. The number of issues in this column shall not exceed at any time the maximum working capacity of the team. A GitLab label shall be created for this column. The label shall have #5CB85C as a background colour.

2.2.4 Done column

Done column is optional. If used, completed tasks shall be moved in this column. Cards which remain in Done state shall always be assigned. It is mostly useful in projects where a regular status meeting takes place. During the meeting, completed tasks can be reviewed and closed. A GitLab label shall be created for this column. The label shall have #428BCA as a background colour.

2.2.5 Closed column

The Closed column is used for:

- Completed tasks, when Done column is not used.
- Canceled or superseded tasks.

Cards which remain in Done state shall be assigned when completed and unassigned when canceled. A GitLab label shall be created for this column. The label shall have #428BCA as a background colour.

2.3 Retrospective

The retrospective process is a method for teams to do self-inspection and continuously improve. Retrospectives meetings shall be executed regularly on all projects. The meeting shall result a concrete action plan towards improvement.

2.3.1 Rules

The retrospective meeting shall follow these rules:

1. A retrospective meeting shall be held once a month
2. A positive environment shall be created
3. The meeting shall focus on continuous improvement
4. Blaming people must be avoided
5. All opinions shall be listened

2.3.2 Process

The retrospective is a regular meeting. The meeting shall be scheduled when most people can attend, taking into account the distribution of people across different timezones. Although a physical meeting is ideal, an audio or realtime text meeting is also acceptable. The retrospective process steps are the following:

0. Invite the team to join the meeting
1. Discuss about what went well since the last meeting
2. Discuss about what lessons were learned
3. Make a plan and create actions needed for going forward

The actions shall create or update tasks in GitLab.

- *Overview*
- *Prepare*
- *Propose*
- *Attend*
- *Report*
- *Reimbursement*

3.1 Overview

LSF contributors regularly attend or organize meetings to promote our projects and engage with the broader community. This page describes the process which should be applied for all events.

3.2 Prepare

Think about what do you want to get out of the event participation. Plan carefully and as much in advance as possible. If needed, feel free to notify or ask for help on the [community forums](#).

Check [previous presentations](#) and you can also use [LSF logos](#) (and related designs).

3.3 Propose

Make sure to follow the instructions of the event and propose your participation (booth, talk, session, paper etc) as soon as possible. In case you need financial (or other) help with attending and representing LSF at the event, make

sure to use [this form](#) to request for assistance.

3.4 Attend

Be present, be active, keep notes on contacts and meetings, as well as document interesting things you see and might be of interest in the LSF community.

3.5 Report

Post back at the community forums for how the event went, as well as any recordings made, contacts acquired and follow-ups needed.

3.6 Reimbursement

Scan all your receipts in a single PDF, then sum the amount and convert it to EUR, and post the file and details to receipts@libre.space.

CHAPTER 4

Indices and tables

- `genindex`
- `search`