
Libre Space Foundation Documentation

Libre Space Foundation

Jun 11, 2020

Contents:

1 Intro

1

Welcome to Libre Space Foundation documentation. In these pages you can find operational principles, definitions, processes and best practices for various internal workings of the Foundation.

1.1 Projects

1.1.1 Project Management

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

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.

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.

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

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.

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.

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.

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.

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.

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

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.

1.1.2 Projects Portfolio

- *Overview*
- *Currently active projects*

- *Previously active projects*
- *Contributors*

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)).

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
Polaris	Xabi Crespo	Eleftherios Kosmas

Previously active projects

The following major projects have previously been in active development:

Project	Project Manager	Board Champion
UPSat	Pierros Papadeas	N/A

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.

1.1.3 Project Joining

- *Overview*
- *Governance*
- *Technical*
- *Legal*
- *Brand*
- *Press & Marketing*
- *How LSF assists*
- *Joining Process*

Overview

Thank you for your interest in joining Libre Space Foundation as a project.

This document provides a simple list of the LSF's expectations of any Libre Space project, with pointers to the detailed policies or best practices. "Libre Space project" specifically means a top level project at the LSF.

- Some things projects **MUST** do are requirements; failure to follow those will result in the board taking action to correct the issue.
- There are many best practices that projects **SHOULD** do. Broad experience at the LSF shows these are proven methods that work well.
- The LSF and some Libre Space projects have other suggestions and practices that projects **MAY** do.

Ultimately, Libre Space projects report to, and are responsible to, the Libre Space Foundation Board, which mandates these policies for the LSF as a whole.

Governance

- Project decisions and direction **MUST** adhere to the Libre Space Manifesto.
- Project technical decisions **MUST** be made and communicated on public and archived places.
- Project discussions and interactions **SHOULD** be held in public in accessible, asynchronous and archived places.
- Project discussions **SHOULD** use normal LSF-hosted communication channels.
- Projects **MAY** use a documented consensus process or a **VOTE** for any new committers or project manager members, and carefully follow policies for granting access.
- Projects **MUST** provide a quarterly status report to the Board.
- Projects **MUST** govern themselves independently of undue commercial influence, and for the best interests of the project community as a whole.

Technical

- The primary source control repository **MUST** be administered by the LSF Infra team on LSF organizational accounts.

- Project SHOULD follow available tests and validation, preferably included in a continuous integration process.
- Project SHOULD use common LSF projects set-up.
- Projects SHOULD use fully open source tool chains: all tools used in a Libre Space project SHOULD be open source and compatible to avoid locks.

Legal

- Projects MUST use an open-source copyleft license for anything developed and released within the project, clearly marked in the source repository including LICENSE, and source headers.
- Projects MUST NOT include software with unapproved or restricted licenses in Libre Space project releases unless following explicit exceptions.
- Projects MAY include software with approved compatible licenses in Libre Space project releases.

Brand

- Project websites and materials MUST comply with the Libre Space Project Branding Requirements.
- Projects MAY request trademark registration and ownership by Libre Space Foundation.

Press & Marketing

- Projects MUST work with Board Champion and Communications team on any formal press releases.
- Projects SHOULD work with LSF Communications team to help coordinate any press, media, or analyst relations, or for marketing assistance.

How LSF assists

For all approved LSF projects the following support applies:

- LSF SHOULD provide all needed infrastructure and tools for project development, deployment and operations. (e.g. repositories, discussion forums, servers)
- LSF SHOULD sponsor the creation of a brand identity if the project is missing one.
- LSF SHOULD provide legal guidance and help for a project.
- LSF MUST provide governance, management and development guidance as requested by a project.
- LSF MUST evaluate funding applications as submitted by a project and, if approved by the board, provide the funding and support around it. (e.g. development funds, internships, travel funding, event funding, tools and hardware).
- LSF Board Champion of the project MUST work closely with the project manager or committee to ensure timely goal execution and smooth project development.

Joining Process

1. A project interested in joining Libre Space Foundation should review the conditions above and note possible incompatibilities or points needing clarification and/or discussion.
2. The project should initiate contact with the Board sending an email directly to a board member or board@ expressing interest.

3. The Board appoints a Board Champion to work with the project ensuring compatibility of the application.
4. The Board votes on accepting the project as a Libre Space Foundation project.
5. All necessary actions regarding project transition to LSF Project are done by the Board Champion and the Libre Space Foundation Operations team.
6. Communications team coordinates the announcement of the project joining LSF.

1.1.4 What is an LSF project?

Libre Space Foundation is home to a range of open source space projects, each working with their own collaborative community style to create technologies compatible with the [Libre Space Manifesto](#).

Within this documentation you can find details about the way Libre Space Foundation projects work, join the Foundation and are managed.

1.2 People

1.2.1 Overview

Libre Space Foundation is a vibrant organization comprised of multiple individuals around the world. This section of the documentation caters to their needs, helping with definitions and processes.

Board

- [Joining](#)

Libre Space Foundation Board is the governing body of LSF. As the highest leadership body of the Foundation and to satisfy its fiduciary duties, the board is responsible for:

- determining the mission and purposes of the Foundation
- selecting and evaluating the performance of the chief executive
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring the Foundation's programs and services
- enhancing the Foundation's public image
- assessing its performance as the governing body of the Foundation

Joining

A new member joining the board requires an existing board member nomination and a unanimous decision among the current board members.

Core Contributors

- *Joining*
- *Onboarding*

Volunteer and paid contributors to LSF that have showcased substantial contributions in one or more projects of the Foundation are invited by the board to participate in the “Core Contributors” group.

Current “Core Contributors” can be found in the [About Us](#) section of the Libre Space website.

Being a member of “Core Contributors” grants the individual the following privileges and duties:

- recognition in libre.space website About section
- access to private “Core Contributors” discussion group in community.libre.space
- an email account of @libre.space format
- membership to LSF Core group on GitLab
- access to cloud.libre.space
- participation to LSF All-Hands (annual get together of all core contributors)

Joining

Joining the “Core Contributors” group requires a nomination by an existing member and approval by the LSF board.

Onboarding

Once a new member is approved for the “Core Contributors” group the following actions should happen:

- creation of the email account and instructions for setup sent
- addition of the email account to the appropriate aliases
- grant access to appropriate Gitlab groups and repositories
- invite to appropriate matrix.org channels
- addition to lsf-core group on community.libre.space
- creation of cloud.libre.space account and appropriate group membership
- access to specific tools depending on role (social accounts, devops, monitoring etc)
- updating of About Us page on libre.space
- updating of lsf-contributors.ods with details of the process
- email to all LSF welcoming the new member

1.3 Event Management

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

1.3.1 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.

1.3.2 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 \(and related designs\)](#).

1.3.3 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.

1.3.4 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.

1.3.5 Report

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

1.3.6 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.

- [search](#)