

Fox ML Infrastructure — Release Notes & Tagging Standard

This document defines the standard format for release notes, version tagging, and changelog entries. This standard ensures consistency and clarity for enterprise clients tracking updates and changes.

1. Semantic Versioning

1.1 Version Format

All releases use semantic versioning (SemVer): MAJOR.MINOR.PATCH

- **MAJOR** (v1.0.0 -> v2.0.0) — Breaking changes, incompatible API changes
- **MINOR** (v1.0.0 -> v1.1.0) — New features, backward-compatible additions
- **PATCH** (v1.0.0 -> v1.0.1) — Bug fixes, security patches, backward-compatible fixes

Examples: - v1.2.0 — Minor release with new features - v1.2.1 — Patch release with bug fixes - v1.2.2 — Patch release with security fixes - v2.0.0 — Major release with breaking changes

1.2 Pre-Release Versions

Pre-release versions (if applicable):

- **Alpha:** v1.2.0-alpha.1
- **Beta:** v1.2.0-beta.1
- **Release Candidate:** v1.2.0-rc.1

Pre-release versions are not recommended for production use.

2. Git Tagging

2.1 Tag Format

All releases are tagged in the enterprise base repository:

- **Format:** v1.2.0, v1.2.1, v1.2.2, etc.
- **Prefix:** Always use v prefix
- **Immutable:** Tags are immutable — once released, a version tag is never modified
- **Annotated tags:** Use annotated tags (not lightweight tags) for better metadata

2.2 Tagging Commands

Example tagging commands:

```
# Create annotated tag
git tag -a v1.2.0 -m "Release v1.2.0: New features and improvements"
```

```
# Push tag to remote
git push origin v1.2.0
```

```
# List tags
git tag -l "v*"
```

2.3 Tag Naming Rules

Tag naming rules:

- **Lowercase:** Use lowercase v prefix
 - **No spaces:** No spaces in version numbers
 - **Consistent format:** Always use vMAJOR.MINOR.PATCH format
 - **No special characters:** No special characters except dots and hyphens (for pre-releases)
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3. Release Notes Format

3.1 Standard Structure

Release notes follow this structure:

```
# Release v1.2.0 - [Release Date]

## Summary
Brief one-paragraph summary of the release.

## New Features
- Feature 1: Description
- Feature 2: Description

## Improvements
- Improvement 1: Description
- Improvement 2: Description

## Bug Fixes
- Fix 1: Description (Issue #123)
- Fix 2: Description (Issue #124)

## Security Fixes
- Security fix 1: Description (CVE-YYYY-XXXXX, if applicable)

## Deprecations
- Deprecated feature: Description (removal planned in v2.0.0)

## Migration Notes
- Migration step 1: Description
- Migration step 2: Description

## Breaking Changes
- Breaking change 1: Description
- Breaking change 2: Description
```

```
## Contributors
- Contributor 1
- Contributor 2
```

3.2 Release Notes Sections

Required sections (if applicable):

- **Summary** — Always include
- **New Features** — Include if new features added
- **Improvements** — Include if improvements made
- **Bug Fixes** — Include if bugs fixed
- **Security Fixes** — Include if security fixes applied
- **Deprecations** — Include if features deprecated
- **Migration Notes** — Include for major releases or significant changes
- **Breaking Changes** — Include for major releases

Optional sections:

- **Contributors** — Include if external contributors
 - **Performance** — Include if performance improvements
 - **Documentation** — Include if significant documentation updates
-

4. Changelog Format

4.1 Changelog Structure

Changelog entries follow this format:

```
## [v1.2.0] - 2026-01-15
```

```
### Added
- New feature 1
- New feature 2
```

```
### Changed
- Changed behavior 1
- Changed behavior 2
```

```
### Fixed
- Bug fix 1 (Issue #123)
- Bug fix 2 (Issue #124)
```

```
### Security
- Security fix 1 (CVE-YYYY-XXXXX)
```

```
### Deprecated
- Deprecated feature 1 (removal in v2.0.0)
```

Removed

- Removed feature 1 (was deprecated in v1.1.0)

4.2 Changelog Categories

Standard changelog categories:

- **Added** — New features
- **Changed** — Changes to existing functionality
- **Deprecated** — Features that will be removed
- **Removed** — Removed features
- **Fixed** — Bug fixes
- **Security** — Security fixes

Additional categories (if applicable):

- **Performance** — Performance improvements
 - **Documentation** — Documentation updates
 - **Refactoring** — Code refactoring (internal)
-

5. Release Notes Content Guidelines

5.1 Clarity and Conciseness

Release notes should be:

- **Clear** — Use clear, concise language
- **Specific** — Be specific about what changed
- **Actionable** — Include actionable information (migration steps, etc.)
- **Scannable** — Use bullet points and headings for easy scanning

5.2 Technical Detail Level

Technical detail level:

- **User-facing** — Focus on user-visible changes
- **Technical context** — Include technical context when relevant
- **Examples** — Include examples for complex changes
- **Links** — Link to detailed documentation when available

5.3 Breaking Changes

Breaking changes must include:

- **Clear identification** — Clearly marked as “Breaking Changes”
 - **Impact description** — Description of impact on users
 - **Migration guide** — Step-by-step migration instructions
 - **Timeline** — Timeline for migration (if applicable)
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6. Enterprise Changelog

6.1 Enterprise Changelog Format

Enterprise changelog (`CHANGELOG_ENTERPRISE.md`) follows this format:

```
# Fox ML Infrastructure - Enterprise Changelog
```

```
## Version History
```

```
### v1.2.0 - 2026-01-15
```

```
**Release Type:** Minor Release
```

```
**New Features:**
```

- Feature 1: Description
- Feature 2: Description

```
**Improvements:**
```

- Improvement 1: Description
- Improvement 2: Description

```
**Bug Fixes:**
```

- Fix 1: Description
- Fix 2: Description

```
**Security Fixes:**
```

- Security fix 1: Description

```
**Migration Notes:**
```

- Migration step 1: Description

```
### v1.1.0 - 2025-12-10
```

```
[Previous release notes...]
```

6.2 Enterprise Changelog Updates

Enterprise changelog is updated:

- **With each release** — Updated with each new release
- **Chronological order** — Most recent releases first
- **Complete history** — Maintains complete release history
- **Version links** — Links to version tags in repository

7. Tagging Workflow

7.1 Pre-Release Checklist

Before creating a release tag:

- All tests pass
- Documentation is updated
- Release notes are prepared
- Changelog is updated
- Version numbers are updated (if applicable)
- Security review completed (for security patches)

7.2 Tag Creation Process

Tag creation process:

1. **Prepare release** — Complete pre-release checklist
2. **Create tag** — Create annotated tag with release notes
3. **Push tag** — Push tag to remote repository
4. **Update changelog** — Update enterprise changelog
5. **Notify clients** — Notify enterprise clients (if applicable)

7.3 Post-Release

After creating a release tag:

- **Verify tag** — Verify tag is accessible in repository
 - **Update documentation** — Update any documentation referencing versions
 - **Client notification** — Notify clients of new release (Enterprise/Premium support)
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8. Version Numbering Guidelines

8.1 When to Increment MAJOR

Increment MAJOR version when:

- **Breaking API changes** — API changes that break backward compatibility
- **Removal of features** — Removal of previously available features
- **Architectural changes** — Significant architectural changes
- **Configuration changes** — Breaking configuration format changes

8.2 When to Increment MINOR

Increment MINOR version when:

- **New features** — New features added (backward-compatible)
- **Performance improvements** — Significant performance improvements
- **New model types** — New model types or strategies added
- **Enhanced functionality** — Enhanced functionality (backward-compatible)

8.3 When to Increment PATCH

Increment PATCH version when:

- **Bug fixes** — Bug fixes (backward-compatible)
 - **Security patches** — Security patches and fixes
 - **Documentation updates** — Documentation corrections
 - **Minor improvements** — Minor improvements and optimizations
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9. Examples

9.1 Example Release Notes

Example: v1.2.0 Release Notes

```
# Release v1.2.0 - January 15, 2026

## Summary
This release adds new model types, improves performance, and fixes several bugs.

## New Features
- Added Transformer model support for time-series forecasting
- Added multi-task learning capabilities
- Added new feature engineering functions

## Improvements
- Improved training performance by 30% for large datasets
- Enhanced configuration validation with better error messages
- Updated documentation with new examples

## Bug Fixes
- Fixed memory leak in feature engineering pipeline (Issue #123)
- Fixed incorrect validation split calculation (Issue #124)
- Fixed configuration loading error for nested configs (Issue #125)

## Security Fixes
- Updated dependency with security vulnerability (CVE-2025-12345)

## Migration Notes
- Configuration format unchanged - no migration required
- New optional parameters available - see documentation for details
```

9.2 Example Changelog Entry

Example: Changelog Entry

```
## [v1.2.0] - 2026-01-15
```

```
### Added
```

- Transformer model support for time-series forecasting
- Multi-task learning capabilities
- New feature engineering functions

Changed

- Improved training performance by 30% for large datasets
- Enhanced configuration validation with better error messages

Fixed

- Memory leak in feature engineering pipeline (Issue #123)
- Incorrect validation split calculation (Issue #124)
- Configuration loading error for nested configs (Issue #125)

Security

- Updated dependency with security vulnerability (CVE-2025-12345)
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10. Contact

For questions about release notes or tagging:

Jennifer Lewis

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Subject: *Release Notes Inquiry — Fox ML Infrastructure*

11. Related Documents

- [LEGAL/RELEASE_POLICY.md](#) — Release policy (versioning strategy and cadence)
 - [LEGAL/CHANGELOG_ENTERPRISE.md](#) — Enterprise changelog
 - [docs/](#) — Technical documentation
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12. Summary

Key Release Notes & Tagging Principles:

1. **Semantic versioning** — Use MAJOR.MINOR.PATCH format consistently
2. **Annotated tags** — Use annotated tags with release notes
3. **Standard format** — Follow standard release notes and changelog format
4. **Clear communication** — Clearly communicate changes, especially breaking changes
5. **Complete history** — Maintain complete release history in changelog
6. **Client notification** — Notify clients of releases (Enterprise/Premium support)

This standard ensures consistency and clarity for enterprise clients tracking updates.