step	phase	category	task	depends on step(s)	assignee(s)	status	target date	completion date	result
1.00	planning	discuss	Tech Leaders designate and announce Release Manager (RM).	n/a	*TL's*	completed	2014-Jul-13	2014-Jul-13	Vaughan
2	planning	discuss	RM: 　2.1. Discusses freeze dates. There are 2 dates, that start the freeze phases: 　　2.1.1. GUI freeze (should typically be 5-7 days) – Nothing in the GUI is allowed to change, so the Manual and translations can be completed. 　　2.1.2. code/manual/translations freeze: Everything is frozen, for production of Release Candidates. 　2.2. Fills in agreed tasks to complete, specific to this release, and puts them into steps 4.*. This includes reviewing and deciding on "patch_ready" and P1, P2 Bugzilla entries. P1's block release, P2's do not necessarily. 　2.3. Gets commitments ("assignees" column) for all tasks below.	1	*RM*	completed		2014-Aug-29	
3	planning	announce	RM sets and announces agreed release-specific tasks, planned string/GUI freeze.	2	*RM*	completed		2014-Aug-29	
4.not	dev/QA/doc	release-specific	<Re-enable full WASAPI? (We want to continue WASAPI loopback.)>	n/a	n/a	re-disabled	2014-Jul-31	2014-Aug-11	Not ready.
4.not	dev/QA/doc	release-specific	<Re-enable WDM-KS?>	n/a	n/a	re-disabled	2014-Jul-31	2014-Aug-07	Not ready.
4.not	dev/QA/doc	release-specific	<input meters always on by default?>	n/a	n/a	postponed	n/a	2014-Jul-31	Not ready.
4.1	dev/QA/doc	release-specific	https://code.google.com/p/audacity/source/detail?r=13259 needs further testing per Gale's comments.	n/a	Gale	completed		2014-Aug-09	
4.2	dev/QA/doc	release-specific	Turn off VST for Linux.	n/a	Richard	completed		2014-Aug-09	
4.3	dev/QA/doc	release-specific	Test VST effects dialog (load a VST effect and press "Settings...") and test load/save of standard and FXP presets.	n/a	Gale	completed	2014-Sep-03	2014-Sep-03	
4.4	dev/QA/doc	release-specific	lib-src: libflac upgrade to 1.3.0, so test FLAC imports and exports if you don't normally use FLAC.	n/a	Gale	completed		2014-Aug-21	
4.5	dev/QA/doc	release-specific	lib-src: libogg upgrade to 1.3.1 and libvorbis upgrade to 1.3.3, so test OGG imports and exports.	n/a	Gale	completed		2014-Aug-25	
4.6	dev/QA/doc	release-specific	lib-src: libsmf/portsmf means test MIDI import, editing and export. Confirm there is no MIDI playback.	n/a	Gale	completed		2014-Aug-17	
4.7	dev/QA/doc	release-specific	lib-src: libsoxr is now 0.1.1 means test resampling at the different qualities (make the project rate very different to the track rate). Is anything worse than it was in 2.0.5?	n/a	Richard, Gale	completed		2014-Aug-28	
4.8	dev/QA/doc	release-specific	lib-src: libvamp was 2.0 is now 2.5 means test some VAMP plug-ins http://manual.audacityteam.org/man/Analyze_Menu#vamp .	n/a	Richard, Gale	postponed		2014-Aug-28	
4.9	dev/QA/doc	release-specific	lib-src: soundtouch was 1.3.1 is now 1.7.1 means test Change Tempo and Change Pitch (some aspect of it you don't normally do).	n/a	Gale	postponed		2014-Aug-29	

step	phase	category	task	depends on step(s)	assignee(s)	status	target date	completion date	result
4.10	dev/QA/doc	release-specific	lib-src: taglib was 1.5+ is now 1.9.1 means test metadata import and export. MP3, OGG, FLAC and WAV are probably relevant.	n/a	Gale	completed		2014-Aug-21	
4.11	dev/QA/doc	release-specific	lib-src: twolame was 0.3.12 is now 0.3.13 means test MP2 export.	n/a	Gale	completed		2014-Aug-21	
4.12	dev/QA/doc	release-specific	lib-src: FFmpeg - get the 2.2.2 version from http://ffmpeg.zeranoe.com/builds/win32/shared/ffmpeg-2.2.2-win32- (Windows) or "FFmpeg_v2.2.2_for_Audacity_on_OSX.pkg_2.zip" from the Team thread "[Audacity-quality] FFmpeg 2.2.2".	n/a	Gale	completed	2014-Sep-03	2014-Sep-03	
4.13	dev/QA/doc	release-specific	lib-src: Some of the fringe formats made available may change, but we can test the standard ones in the Audacity drop-downs. Test those you don't normally use.	n/a	Gale	completed	2014-Sep-03	2014-Sep-03	
4.14	dev/QA/doc	release-specific	P1: http://bugzilla.audacityteam.org/show_bug.cgi?id=681 - New number input validation breaks several Nyquist plug-ins	n/a	n/a	fixed		2014-Aug-03	
4.15	dev/QA/doc	release-specific	P1: http://bugzilla.audacityteam.org/show_bug.cgi?id=715 - Crash opening About Audacity in Magyar language	n/a	Gale	fixed	2014-Aug-02	2014-Aug-09	
4.16	dev/QA/doc	release-specific	P1: http://bugzilla.audacityteam.org/show_bug.cgi?id=737 - Freeze on launch if FFmpeg 0.6.2 was previously enabled in audacity.cfg	n/a	Leland	fixed	2014-Aug-05	2014-Sep-03	
4.17	dev/QA/doc	release-specific	P1: http://bugzilla.audacityteam.org/show_bug.cgi?id=740 - VST textual interface has no labels, causes crash	n/a	Leland	demoted to P4, postponed	2014-Aug-09	2014-Aug-27	
4.18	dev/QA/doc	release-specific	P2: http://bugzilla.audacityteam.org/show_bug.cgi?id=606 - FFmpeg: Security vulnerabilities in versions < 1.0.7	n/a	n/a	fixed		2014-Aug-27	
4.19	dev/QA/doc	release-specific	P2: http://bugzilla.audacityteam.org/show_bug.cgi?id=686 - Reverb: Access keys missing	n/a	n/a	fixed		2014-Sep-03	
4.20	dev/QA/doc	release-specific	P2: http://bugzilla.audacityteam.org/show_bug.cgi?id=717 - Truncate Silence sometimes creates clicks in the silences	n/a	n/a	fixed		2014-Sep-03	
4.21	dev/QA/doc	release-specific	P3: http://bugzilla.audacityteam.org/show_bug.cgi?id=684 - Timeline loop play persists after Stop or SPACE.	n/a	Paul L, James	fixed		2014-Aug-18	
4.22	dev/QA/doc	release-specific	QA: Test the lower priority DEVEL – FIX MADE entries.	n/a	n/a	completed		2014-Sep-03	
4.23	dev/QA/doc	release-specific	P4 patch ready bug 473	n/a	Austin, Vaughan	fixed		2014-Aug-03	
4.24	dev/QA/doc	release-specific	P4 patch ready bug 710	n/a	David, Vaughan	fixed		2014-Aug-03	
4.25	dev/QA/doc	release-specific	P4 patch ready bug 712	n/a	David, Vaughan	fixed	2014-Aug-12	2014-Aug-14	
4.26	dev/QA/doc	release-specific	P4 patch ready bug 714	n/a	Gale, Vaughan	fixed		2014-Aug-02	
4.27	dev/QA/doc	release-specific	P4 patch ready bug 721	n/a	Martyn	fixed		2014-Aug-03	
4.28	dev/QA/doc	release-specific	P4 patch ready bug 742	n/a	David, Vaughan	fixed		2014-Aug-16	
4.29	dev/QA/doc	release-specific	P3 patch ready bug 275	n/a	Leland	fixed		2014-Aug-21	
4.30	dev/QA/doc	release-specific	P3 bug 647	n/a	Leland	fixed		2014-Aug-21	

step	phase	category	task	depends on step(s)	assignee(s)	status	target date	completion date	result
4.31	dev/QA/doc	release-specific	P2 Bug 686 - Reverb: Access keys missing	n/a	Gale	fixed		2014-Aug-21	
4.32	dev/QA/doc	release-specific	P4 Bug 675 - Additional Track Drop-down Menu commands	n/a	Steve	fixed		2014-Aug-21	
4.33	dev/QA/doc	release-specific	P3 Bug 412 - Transport Menu: Hard to discover Play/Stop shortcuts	n/a	Steve, Gale	fixed		2014-Aug-24	
4.34	dev/QA/doc	release-specific	P3 Bug 694 - Changing Play/Stop shortcut causes unchanged Play shortcut to fail.	n/a	Steve, Gale	fixed		2014-Aug-24	
4.35	dev/QA/doc	release-specific	P4 Bug 691 - Add "Mix and Render to New Track" to Tracks menu.	n/a	Steve, Gale	fixed		2014-Aug-24	
4.36	dev/QA/doc	release-specific	P3 Bug 283 - Saved region lost after clicking OK in Preferences.	n/a	Paul L, James	fixed		2014-Aug-17	
4.37	dev/QA/doc	release-specific	P3 Bug 747 - Linux: "Help on the Internet" unusable if opened from Libraries Preferences.	n/a	Steve, Martyn	fixed	2014-Aug-27	2014-Aug-28	
4.38	dev/QA/doc	release-specific	Test expat lib usage.	n/a	Gale	completed		2014-Sep-03	
4.39	dev/QA/doc	release-specific	FFmpeg and LAME download buttons in Prefs still do nothing on OS X 10.9 (current Mac release) when the Manual is installed.	n/a	Martyn	reverted		2014-Sep-03	
5.1	GUI freeze	announce	At the designated date/time, RM announces start of GUI freeze phase.	3 & 4	*RM*	completed		2014-Sep-03	
5.2	GUI freeze	announce	Update audacity.pot with the frozen GUI strings, and post to audacity.sourceforge.net. Batch update the .po files with the updated messages from the .pot file. See http://wiki.audacityteam.org/wiki/Translating_Audacity#Updating_ex Announce to audacity-translation when this is completed.	5.1	Gale	completed		2014-Sep-04	
6.1	GUI freeze	dev	In Audacity.h, set IS_ALPHA to 0.	5.1	Vaughan	completed		2014-Sep-03	
6.2	GUI freeze	dev	Increment the version number in win/compile.txt. (We keep it at the previous version during alpha period, because it's linked to, online.)	5.1	Vaughan	completed		2014-Sep-03	
6.3	GUI freeze	dev	Increment the version number in mac/compile.txt. (We keep it at the previous version during alpha period, because it's linked to, online.)	5.1	Vaughan	completed		2014-Sep-03	
6.4	GUI freeze	doc	Prepare and commit README.txt.	5.1	Gale	completed		2014-Sep-09	
7	GUI freeze	translations	Code-string translators submit translations based on frozen strings.	5.1	*(translators)*	completed		2014-Sep-17	
8.1	GUI freeze	manual	Bump the version number on the front page of Manual. See http://manual.audacityteam.org/index.php?title=Main_Page	5.1	Gale	completed		2014-Sep-11	
8.2	GUI freeze	manual	Make all other necessary updates to Manual for this version.	5.1	Manual Team	completed		2014-Sep-14	

step	phase	category	task	depends on step(s)	assignee(s)	status	target date	completion date	result
9	code/manual freeze	release candidates	RM announces start of code/manual freeze phase. Release Candidates (RC's) iterative cycle(s) begins. Our policy is to ship no Modules (e.g., mod-nyq-bench), so for Windows and Mac, RC builders should make sure no Module is included in any RC.	6, 7, & 8	*RM*	completed		2014-Sep-17	
10.1	code/manual freeze	release candidates	Create the Local Manual. See http://wiki.audacityteam.org/wiki/Create_Local_Manual.	9	Gale	completed		2014-Sep-20	
10.2	code/manual freeze	release candidates	Build and post Windows installer (includes Manual). See http://wiki.audacityteam.org/wiki/Release_Process/Win	10.1	Vaughan	completed		2014-Sep-24	
10.3	code/manual freeze	release candidates	Build and post Windows .zip (no Manual). See http://wiki.audacityteam.org/wiki/Release_Process/Win#Create_the	9	Vaughan	completed		2014-Sep-24	
10.4	code/manual freeze	release candidates	Build and post Mac .dmg (includes Manual). See http://wiki.audacityteam.org/wiki/Release_Process/Mac But mostly, we download from http://www.audacity.homerow.net/index.php?dir=mac/&sort=date&o	10.1	Paul Livesey	completed		2014-Sep-25	
10.5	code/manual freeze	release candidates	Build and post Mac .zip (no Manual). See http://wiki.audacityteam.org/wiki/Release_Process/Mac But mostly, we download from http://www.audacity.homerow.net/index.php?dir=mac/&sort=date&o	9	Paul Livesey	completed		2014-Sep-25	
10.6	code/manual freeze	release candidates	Create and post Linux minimal source tarball. See http://wiki.audacityteam.org/wiki/Building_Release_Tarballs	9	Richard	completed		2014-Sep-23	
11	code/manual freeze	test	RM announces start of new RC 48-hour testing cycles. Testing takes place for 48 hours, iteratively, until we achieve an RC that we agree is final. If an RC fails, we fix the problems, then go back to step 10. When all RC's of next set are posted, deprecate the previous posts. * Test installers and zips, including over existing install. * Test on non-developer machines, for runtime issues.	10	*RM, RC-testers*	completed		2014-Sep-27	
12.1	code/manual freeze	release announcements	website changes: new release news item (htdocs/include/news.inc.php), summarizing most important points from the committed README.txt	5	Vaughan	completed		2014-Sep-27	
12.2	code/manual freeze	release announcements	website changes: htdocs/latest/versions.inc.php version numbers and file sizes	5	Vaughan	completed		2014-Sep-25	
12.3	code/manual freeze	release announcements	website changes * http://audacity.sourceforge.net/about/ * http://audacity.sourceforge.net/about/features	5	Gale	completed		2014-Sep-29	
13.1	code/manual freeze	release announcements	wiki release notes: new wiki release notes page, e.g., http://wiki.audacityteam.org/wiki/Release_Notes_2.0.4	5	Vaughan	completed		2014-Sep-27	
13.2	code/manual freeze	release announcements	wiki release notes: Copy the new "Changes in version" text from README.txt into new wiki release notes.	12.3	Vaughan	completed		2014-Sep-27	
14	code/manual freeze	release announcements	Do the wiki Release Announcement, per http://wiki.audacityteam.org/wiki/Release_Process/Release_Announ .	13.2	Vaughan	completed		2014-Sep-28	

step	phase	category	task	depends on step(s)	assignee(s)	status	target date	completion date	result
15	code/manual freeze	release announcements	Clear the text on http://wiki.audacityteam.org/wiki/Known_Issues.	14	Vaughan	completed		2014-Sep-28	
16.1	finish	post finals	Replace/rename final RC's to releases. (on SourceForge)	11 & 15	Vaughan	completed		2014-Sep-27	
16.2	finish	post finals	(On SourceForge): Set the default download for each platform. For each, click on the 'i' button for the file, then check the appropriate checkbox(es) in the "Default Download For:" section. This means that on the SourceForge Audacity project page, the big green download button offers the Windows installer, on Mac the DMG, and on Linux, BSD, and Solaris the minsrc tarball.	11 & 15	Vaughan	completed		2014-Sep-28	
16.30	finish	post finals	Post finals to FossHub.	11 & 15	Vaughan	completed		2014-Sep-28	
17	finish	post finals	Upload Manual from which the final manual.zip was created to manual.audacityteam.org to provide online version. The internal structure of Manual is complex, but currently best option for future releases is to open the dumped manual at audacity-src/help/manual, copy the four folders (images, m, man, manual) and three files (quick_help.html, index.html, favicon.ico) to the "htdocs/o" directory on the server.	11 & 15	Gale	completed		2014-Sep-29	
18.1	finish	release announcements	Commit the website changes to SVN and push to the website (http://wiki.audacityteam.org/wiki/Editing_audacity.sourceforge.net#U) so that it goes into the audacity_website.pot file and is then available to website translators.	16 & 17	Vaughan	completed		2014-Sep-29	
18.2	finish	release announcements	Make the Forum announcement.	16 & 17	Gale	completed		2014-Sep-29	
18.3	finish	release announcements	Announce the release to audacity-* mailing lists.	16 & 17	Vaughan	completed		2014-Sep-29	
18.4	finish	release announcements	Announce the release to SourceForge (https://sourceforge.net/news/?group_id=6235).	16 & 17	Vaughan	completed		2014-Sep-29	
18.5	finish	release announcements	Announce the release to the Dreamhost announce list (http://audacity.sourceforge.net/#announce).	16 & 17	Vaughan	completed		2014-Sep-29	
19	finish	tag	Tag the Release: Since 2.0.0, we tag both audacity-src and website at the same time. * This is the template SVN command to use. It performs a minimal copy server-side instead of copying from your working copy, so runs much more quickly than transfer from working copy: svn copy -m "Tag release of Audacity 1.3.x" https://audacity.googlecode.com/svn/audacity-src/trunk/ https://audacity.googlecode.com/svn/audacity-src/tags/Audacity_1_ * For TortoiseSVN, in the Branch/Tag dialog, use the HEAD radio button option to get this server-side copy.	18	Vaughan	completed		2014-Sep-29	
20	finish	wrap-up	Lift code/translations/manual freezes.	19	RM	completed		2014-Sep-29	
21.1	finish	move on	In src/Audacity.h, set IS_ALPHA to 1.	20	Vaughan	completed		2014-Sep-29	
21.2	finish	move on	Increment the version number in src/Audacity.h.	20	Vaughan	completed		2014-Sep-29	
21.3	finish	move on	Review and commit any patch_ready Bugzilla entries that were not included in the release.	20	Vaughan	completed		2014-Sep-29	