step	phase	category	task	depends on step(s)	assignee(s)	status	target date	completion date	result
1	planning	discuss	Tech Leaders designate and announce Release Manager (RM).	n/a	*TL's*	completed	2014-Nov-20	2014-Nov-20	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. After the manual and translations are completed, 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 (maybe P2) Bugzilla entries. 2.3. Gets commitments ("assignees" column) for all tasks below.	1	*RM*	in progress	2015-Feb-11		2.1.1 GUI freeze date was set, on October 26, for mid-January 2014. We're now in mid-February, so we are late. 2.2 seems mostly completed. 2.3 in process.
3	planning	announce	RM sets and announces agreed release-specific tasks, planned string/GUI freeze, and code/manual freeze dates/times.	2	*RM*	in progress	2015-Feb-11		
4.*	dev/QA/doc	release-specific	<This section is to be filled in for each specific release, one 4.* line for each task agreed to be in the release.>	2	*RM*	in progress	2015-Feb-11		
4.not	dev/QA/doc	release-specific	<Re-enable full WASAPI? (We want to continue WASAPI loopback.)>	n/a	Vaughan	completed	2015-Feb-11	2015-Jan-24	still disabled
4.not	dev/QA/doc	release-specific	<Re-enable WDM-KS?>	n/a	Vaughan	completed	2015-Feb-11	2015-Jan-24	re-disabled
5.1	GUI freeze	announce	At the designated date/time, RM announces start of GUI freeze phase.	3 & 4	*RM*	in progress	2015-Feb-11		
5.2	GUI freeze	announce	Update audacity.pot with the frozen 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_existing_transla Announce to audacity-translation when this is done, so translations can be completed.	5.1	<?>				
6.1	GUI freeze	dev	In Audacity.h, set IS_ALPHA to 0.	5	Vaughan				
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	Vaughan				
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. ***TODO: Why not link to the older copy instead?***)	5	<?>				
6.4	GUI freeze	doc	Prepare and commit README.txt.	5	<?>				
7	GUI freeze	translations	Code-string translators submit translations based on frozen strings.	5	*(translators)*				
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	<?>				
8.2	GUI freeze	manual	Make all other necessary updates to Manual for this version.	5	<?>				
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*				

step	phase	category	task	depends on step(s)	assignee(s)	status	target date	completion date	result
10.1	code/manual freeze	release candidates	Create the Local Manual. See http://wiki.audacityteam.org/wiki/Create_Local_Manual	9	<?>				
10.2	code/manual freeze	release candidates	Build and post Windows installer (includes Manual). See http://wiki.audacityteam.org/wiki/Release_Process/Win	9	Vaughan				
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_zip_version	9	Vaughan				
10.4	code/manual freeze	release candidates	Build and post Mac .dmg (includes Manual). See http://wiki.audacityteam.org/wiki/Release_Process/Mac	9	<?>				
10.5	code/manual freeze	release candidates	Build and post Mac .zip (no Manual). See http://wiki.audacityteam.org/wiki/Release_Process/Mac	9	<?>				
10.6	code/manual freeze	release candidates	Create and post Linux minimal source tarball. See http://wiki.audacityteam.org/wiki/Building_Release_Tarballs	9	<?>				
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*				
12.1	code/manual freeze	release announcements	website changes: news release item (htdocs/include/news.inc.php), summarizing most important points from the committed README.txt	5	Vaughan				
12.2	code/manual freeze	release announcements	website changes: htdocs/latest/versions.inc.php version numbers and file sizes	5	Vaughan				
12.3	code/manual freeze	release announcements	website changes * http://audacity.sourceforge.net/about/ * http://audacity.sourceforge.net/about/features	5	Vaughan				
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	<?>				
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	<?>				
14	code/manual freeze	release announcements	Do the wiki Release Announcement, per http://wiki.audacityteam.org/wiki/Release_Process/Release_Announcements	13.2	<?>				
15	code/manual freeze	release announcements	Clear the text on http://wiki.audacityteam.org/wiki/Known_Issues	14	n/a				

16	finish	post finals	Post final builds/installers (including manual.zip) to current download host(s).
			  1. Delete or rename the RCs including the manual (including deprecated ones) to avoid user confusion and to conserve space.
			  2. Set all the previous version files to "Deprecated".
			  3. Set all the new version files to "Featured".
				11 & 15	Vaughan				

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. (***TODO: Why do we need all this extra detail here? Please, a link, instead.***)	11 & 15	Vaughan				
18.1	finish	release announcements	Commit the website changes to repository and push to the website (http://wiki.audacityteam.org/wiki/Editing_audacity.sourceforge.net#Updating_the_) so that it goes into the audacity_website.pot file and is then available to website translators.	16 & 17	<?>				
18.2	finish	release announcements	Make the Forum announcement.	16 & 17	<?>				

step	phase	category	task	depends on step(s)	assignee(s)	status	target date	completion date	result
18.3	finish	release announcements	Announce the release to audacity-* mailing lists.	16 & 17	Vaughan				
18.4	finish	release announcements	Announce the release to SourceForge (https://sourceforge.net/news/?group_id=6235).	16 & 17	Vaughan				
18.5	finish	release announcements	Announce the release to the Dreamhost announce list (http://audacity.sourceforge.net/#announce).	16 & 17	Vaughan				

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_3_x
			
			  * For TortoiseSVN, in the Branch/Tag dialog, use the HEAD radio button option to get this server-side copy.
				18	Vaughan				

20	finish	wrap-up	Lift code/translations/manual freezes.	19	*RM*				
21.1	finish	move on	In src/Audacity.h, set IS_ALPHA to 1.	20	Vaughan				
21.2	finish	move on	Increment the version number in src/Audacity.h.	20	Vaughan				
21.3	finish	move on	Review and commit any patch_ready Bugzilla entries that were not included in the release.	20	Vaughan				