step	phase	category	task	depends on step(s)	assignee	status
1	planning	discuss	Tech Leaders designate and announce Release Manager (RM).	n/a	*TL's*	completed
2	planning	discuss	RM: 　1. Discusses freeze dates. There are 2 dates, that start the freeze phases: 　　1. GUI freeze (should typically be 5-7 days) – Nothing in the GUI is allowed to change, so the Manual can be completed. 　　2. code/manual freeze: Everything is frozen, for production of Release Candidates. 　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" Bugzilla entries at http://bugzilla.audacityteam.org/buglist.cgi?bug_status=NEW&bug_status=ASSIGNED&bug_statu =. 　3. Gets commitments ("assignees" column) for all tasks below.	1	*RM*	completed
3	planning	announce	RM sets and announces agreed release-specific tasks, planned GUI freeze, and code/manual freeze dates/times.	2	*RM*	completed
4.*	dev/doc	release-specific	<This is to be filled in for each specific release, one 4.* line for each task agreed to be in the release.>	2	*RM*	completed
5.1	GUI freeze	announce	At the designated date/time, RM announces start of GUI freeze phase. *For version 2.0.5, rc1 started Oct 10, 2013.*	3 & 4	*RM*	completed
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_translations Announce to audacity-translation when this is completed.	5.1	Gale	completed
6.1	GUI freeze	dev	In Audacity.h, set IS_ALPHA to 0.	5	Vaughan	completed
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	completed
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	Gale	completed
6.4	GUI freeze	doc	Prepare and commit README.txt.	5	Gale	completed
7	GUI freeze	translations	Code-string translators submit translations based on frozen strings.	5	*(translators)*	completed
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	Bill	completed
8.2	GUI freeze	manual	Make all other necessary updates to Manual for this version.	5	Gale	completed

9	code/manual freeze	release candidates	RM announces start of code/manual freeze phase. Release Candidates (RC's) iterative cycle begins. *For version 2.0.5, we met target date of Oct 15, 2013.* *Code/manual freeze date for rc2 (for Win and Mac) is Oct 18, 2013.* Note: 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
10.1	code/manual freeze	release candidates	Create the Local Manual. See http://wiki.audacityteam.org/wiki/Create_Local_Manual .	9	Martyn	completed
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	Martyn	completed
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	Martyn	completed
10.4	code/manual freeze	release candidates	Build and post Mac .dmg (includes Manual). See http://wiki.audacityteam.org/wiki/Release_Process/Mac	10.1	Vaughan	completed
10.5	code/manual freeze	release candidates	Build and post Mac .zip (no Manual). See http://wiki.audacityteam.org/wiki/Release_Process/Mac	9	Vaughan	completed
10.6	code/manual freeze	release candidates	Create and post Linux minimal source tarball (no manual). See http://wiki.audacityteam.org/wiki/Building_Release_Tarballs	9	Leland	completed
11	code/manual freeze	test	RM announces start of new RC 48-hour testing cycles. These cycles always end at 21:00 UTC. Testing takes place for 48 hours + however many hours to the next 21:00 UTC, iteratively, until we achieve an RC that we agree is final. If an RC fails, we fix the problems, then go back to step 9. 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
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	Gale	completed
12.2	code/manual freeze	release announcements	website changes: htdocs/latest/versions.inc.php version numbers and file sizes	5	Gale	completed
12.3	code/manual freeze	release announcements	website changes * http://audacity.sourceforge.net/about/ * http://audacity.sourceforge.net/about/features	5	Gale	completed
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	Gale	completed
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	Gale	completed
14	code/manual freeze	release announcements	Do the wiki Release Announcement, per http://wiki.audacityteam.org/wiki/Release_Process/Release_Announcements .	13.2	Gale	completed
15	code/manual freeze	release announcements	Clear the text on http://wiki.audacityteam.org/wiki/Known_Issues .	14	n/a	completed

16.1	finish	post finals	Post final builds/installers (including manual.zip) to audacity.googlecode.com > Downloads.
			  1. Delete the RCs including the manual (don't forget 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	completed

16.2	finish	post finals	Post final builds/installers/manual zip to SourceForge (https://sourceforge.net/projects/audacity/files/). Then 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
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
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#Updating_the_web_server_fron) so that it goes into the audacity_website.pot file and is then available to website translators.	12, 16, & 17	Vaughan	completed
18.2	finish	release announcements	Make the Forum announcement.	16 & 17	Gale	completed
18.3	finish	release announcements	Announce the release to audacity-* mailing lists.	16 & 17	Vaughan	completed
18.4	finish	release announcements	Announce the release to SourceForge (https://sourceforge.net/news/?group_id=6235).	16 & 17	Vaughan	completed
18.5	finish	release announcements	Announce the release to the Dreamhost announce list (http://audacity.sourceforge.net/#announce).	16 & 17	Vaughan	completed

19	finish	tag	Tag the Release: Since 2.0.0, we tag both audacity-src and website.
			
			  * 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	completed

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