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|  | Becoming a Committer  Version 2.0.Beta1 - April 2011 |

Abstract

This document describes how to become a project committer for the Microsoft Biology Initiative (MBI) which encompasses the Microsoft Biology Foundation (MBF) and Microsoft Biology Tools (MBT). A committer has write access to the root of the project, and works on major code contributions for the project.

For updates to this document and the rest of the documentation set for the project, see   
<http://mbf.codeplex.com/documentation>

For updates to MBF, see <http://research.microsoft.com/bio>

For community forum questions, see <http://www.getsatisfaction.com/mbi>

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# Introduction to becoming a committer

An open source software project is only as good as its committers. The project committers create and enhance the software, review and integrate contributions, and take responsibility for the overall quality of the software and the project. As a committer you will be granted committer rights and partner credentials, which will provide you access to the extranet servers that host the project repository.

This document describes the process for you to follow to become a committer for MBF. The process consists of the following steps:

1. [Role and responsibilities of committers](#_Toc288646815)
2. [Qualify to become a committer](#_Toc288646816)
3. [Process for application and approval](#_Toc288646817)
4. [Apply to become a Committer](#_Toc288646818)
5. [Follow on-boarding instructions](#_Toc288646819)

Note:If you are a professional employee, please check with your employer for your company policy for submitting code to any open source code project**.**

# Role and responsibilities of committers

By becoming a committer you accept certain roles and responsibilities beyond just contributing code to enhance the project.

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| Role |
| Code contributor |
| Reviewer/Tester |
| Coordinator |

Committers comprise the team that coordinates and provides oversight for the community effort. Committers do indeed have the opportunity to directly make enhancements, refinements and improvements to the software; but their role as a committer can include reviewer of submittals, code integration, project builds, unit tests, general oversight of the project, and taking responsibility for the overall quality of the software and the project.

A committer also agrees to the responsibilities in the fillowing table, as appropriate.

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| Responsibilities |
| Review contributor patch submissions |
| Provide feedback to contributors |
| Contribute code to enhance the project |
| Integrate contributions into the project and build |
| Help prepare the project for release |
| Maintain the overall quality of the software and the project |
| Vet applicants for committer role |

For more process details see the “Committers Guide” document in the TFS folder at ..\MBI\Doc.

# Qualify to become a committer

Contributors are expected to exhibit the following characteristics for them to qualify for promotion to committer:

* A record of sustained and valuable contributions to the project
* Demonstrated good judgement and discipline
* A demonstrated concern and interest in the project
* A demonstrated interest in well-designed software sound Internet Protocol practices.

# Process for application and approval

The following process is followed for committer application and approval:

* [Apply to become a committer](#_Apply_to_become).
* Accept terms of use and contribution in [MBI Terms of Contribution and Microsoft Extranet User and Application Management Tool Terms of Use for MB](#_MBI_Terms_of_1)I.
* Project coordinators review your history of contributions and interest in the project as described in [Qualify to become a committer](#_Qualify_to_become).
* Project coordinators review your experience in programming and bioinformatics.
* Committer rights and Partner Credentials granted.

# Apply to become a Committer

You must apply to the MBI coordinators for committer rights to the project. [Apply to the MBI coordinators for committer rights](#_Contact_MBI_coordinators). As a part of this process you will obtain Partner Credentials and acquire a Microsoft extranet partner account that belongs to the VSTS\_MBI\_Extranet\_Contributors security group.

## Apply to the MBI coordinators for committer rights

To gain write access to the code repositories and add code to MBI, you must be granted committer rights by the MBI coordinators and acquire a Microsoft extranet partner account that belongs to the VSTS\_MBI\_Extranet\_Contributors security group. You will have to accept the terms of use and contribution.

To obtain comitter rights and extranet partner credentials

* Send an e-mail requesting these rights to [msrerbio@microsoft.com](mailto:msrerbio@microsoft.com)

Include these details:

Your name, e-mail and phone number.

Your level of interest in contributing to MBI.

Your background and/or experience in programming and bioinformatics.

* Your acceptance of the the MBI Terms of Contribution and Microsoft Extranet User and Application Management Tool Terms of Use for MBI in the form in the following section, [MBI Terms of Use and Contribution Form](#_MBI_Terms_of_1). Please copy the entire block in your email to [msrerbio@microsoft.com](mailto:msrerbio@microsoft.com). Be sure it is completed in its entirety.

## MBI Terms of Use and Contribution Form

The following form contains the [MBI Terms of Contribution](#_MBI_Terms_of) and [Microsoft Extranet User and Application Management Tool Terms of Use for MB](#_Microsoft_Extranet_User)I. It must be filled out in its entirety and submitted.

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| I would like to be a committer to the Microsoft Biology Initiative (MBI). I have read, understand, and agree to the terms and conditions in the (1) MBI Terms of Contribution and (2) Microsoft Extranet User and Application Management Tool Terms of Use for MBI.  Name:                               \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email:                                   \_\_\_\_\_\_\_\_\_\_\_\_\_  Phone:                                 \_\_\_\_\_\_\_\_\_\_\_\_\_ MBI Terms of Contribution **You may contribute source code to MBI only if you agree to the terms below. If you do not agree, do not contribute.**  **License**  MBF is licensed under the Ms-PL. Any source code submitted to the MBF project must be submitted under the Ms-PL license. Under no circumstances will source code be accepted under any other license terms. 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The purpose of these code standards is to ensure consistency in readability as well as quality throughout the code, making it easier for others to read and comprehend as well as maintaining a high quality bar. Microsoft Extranet User and Application Management Tool Terms of Use for MBI Development of MBI will take place on the Microsoft extranet for MBI (“MBI Extranet”). Solely for purposes of development of MBI on the MBI Extranet, the terms and conditions of this Microsoft Extranet User and Application Management Tool Terms of Use for MBI (“Terms”) override the Microsoft Extranet User and Application Management tool Terms of Use you will be required to accept during extranet account creation. Any other use of content, information, software, or data available on the Microsoft extranet (“Microsoft Extranet”) will be governed by the Microsoft Extranet User and Application Management Tool Terms of Use you will be required to accept during extranet account creation. 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Miscellaneous. These terms shall remain in effect until Microsoft releases MBI projects, to the general public. You represent and warrant that: (a) you have the right to enter into these Terms on behalf of the entity you represent, if any, and (b) you own or otherwise control all of the rights to your contribution(s) as described in these Terms including, without limitation, all the rights necessary for you to provide, post, upload, input or submit contributions. These Terms will be governed by the laws of the State of Washington, and any disputes under these Terms will be settled in the federal or state courts in King County, Washington. The parties agree to the exclusive jurisdiction and venue of such courts. |

## Approval notification

Once we receive this information and you are approved to become a committer, we will create an extranet partner account for you:

* You will receive an email form [EPP@microsoft.com](mailto:EPP@microsoft.com) with instructions on how to activate your account.
* To activate your account, you will need to use the PIN that we will provide to you via phone.

# Follow on-boarding instructions

After you have successfully activated your account you can get started with MBF by following the guidelines in the “Committer Onboarding” document, found at the MBI Extranet Sharepoint: [https://vstf-eu-dub-01.partners.extranet.microsoft.com/sites/EXT04\_Consol\_TPC/MBI/](https://vstf-eu-dub-01.partners.extranet.microsoft.com/sites/EXT04_Consol_TPC/MBI/Dashboards/ProjectDashboard_wss.aspx).

The “Committer Onboarding” document provides instructions for the following so that you can contribute code to the project:

* Joining the MBF open source project
* Installing the necessary tools
* Creating and configuring your development environment
* Working with the source tree
  + Building the project
  + Generating installers
  + Building the project API Reference chm

Welcome aboard!