



## Section 3 Commenter Responsibilities

### 3.1 Overview

#### 3.1.1 General

Comments on projects using the ITS Open-Source Process are always welcome, no matter how seemingly major or minor. Comments are key to improving products. The ITS Open-Source Process is designed to facilitate and encourage users to submit comments and is therefore kept simple.

Within the ITS Open-Source Process, comments can be submitted in either the discussions or issues tab of the project repository.

#### 3.1.2 Discussions

The discussions tab provides an open forum where interested parties can discuss ideas, ask and answer questions, and formulate ideas. The discussions tab does not directly propose any change to the project but can often nurture ideas that ultimately result in refining the overall vision of the project, identify problems or ambiguities in the project contents, develop consensus on project priorities, etc.

Discussions can be started by anyone at any time. Discussions can result in refining the concept of one or more issues before submitting formally submitting them as issues.

#### 3.1.3 Issues

Every project should follow a plan. Within the ITS Open-Source Process, the plan is documented by defining issues that are to be addressed, preferably according to assigned priorities.

The issues tab provides an open forum where any interested party can propose specific issues that need to be addressed by project contributors. The issues can be anything from a missing comma to requesting an entirely new feature. All proposed changes to a project are supposed to be initiated by submitting an issue.

When an issue is submitted, the project maintainer is responsible for triaging the issue. Triage includes reviewing the issue, determining if the issue fits within the project plan, potentially parsing or merging the issue to create easily manageable tasks, assigning appropriate priority and tags (e.g., bug, ambiguity, editorial) to the issue, and gaining consensus on the approach. This process can involve working with others on the project team to ensure consensus on the decisions being made.