***This is a template to provide consistency to how we make a Request For Comment in order to align internally so that we have a more productive conversation externally.*** *We made this as simple as we could, but would love to improve it.* [*Suggest your improvements here or message*](https://docs.google.com/a/intel.com/document/d/1N7dza1-ysNR9TWjaxHt-neMR0qdsoX63QBGJoaiFrr0/edit?usp=sharing) *Kelly Lyon.*

Below is the suggested timeline for an RFC. Before creating your RFC, it is crucial to understand why and how we use RFCs. For a refresher please checkout our [Confluence document](https://intelsdi.atlassian.net/wiki/display/ETOS/What+Is+An+RFC+and+When+To+Use+One).

#### 

#### 

#### **--- RFC Template: Fill in this section first ----------------------------------------------------------**

# **Important Dates**

* Date Opened Internally:
* Desired Date to Post Externally (“Date Open” on GitHub):
  + *We recommend a minimum of 1 week and a maximum of 2 months*

# **Checklist**

Update this checklist as the RFC progresses (mark with an ‘x’):

[ ] Defined Timeline

[ ] Completed write up below (easiest if written in Markdown syntax)

[ ] Notified team in #dev slack channel and tag required participants

[ ] Added link to RFC in corresponding JIRA issue

[ ] Consensus reached with required participants

[ ] Asked for more feedback and hosted meetings to discuss as needed

After ‘Desired Date to Post Externally’:

[ ] Removed any private or confidential information before posting to GitHub

[ ] Posted to GitHub using the same template

[ ] Labeled GitHub issue with *type/rfc*

# **Guidelines**

For “Date to Close,” (on GitHub) use these sane defaults:

* 2 weeks as default
* 2 days for urgent (requires approval)
* 2 months for low urgency (or complex topics)

### **--- Below this line is for GitHub (written in markdown) ---------------------------------------**

// to be put as a title in the GH issue

**RFC Title:**

**\*\*Date Open\*\*:** (‘Desired Date to Post Externally’ from above)

**\*\*Date To Close\*\*:**

**\*\*Required Participants\*\*:**

\*\***Summary\*\*:** (2-3 sentences)

**\*\*Proposal\*\*:**

// If this needs clarification, include:

**\* \*\*In Scope\*\*:**

**\* \*\*Out of Scope\*\***: