

- At the end of any EMT meeting, the release manager should check the minutes and contact the PTs who were requested to attend the meeting and were not present. This doesn't include those PTs who have warned in advance about their unavailability **AND** have sent their reports to the release manager. The release manager will also contact the relevant area leader.
- The PT should then contact the release manager as soon as possible and help to make progress on the relevant issues.
- If the PT hasn't contacted the release manager before the next EMT meeting takes place, the release manager will state this in the agenda as an open issue, he will explain the situation during the meeting and the minutes will be sent to the PEB.
- The PTB is then responsible for taking the necessary measures.

3. Release Manager contact

- release-manager@eu-emiSPAMNOT.eu

4. Contacts

EMI SA2

5. References

No references.

6. Table of References

| Reference | URL |
|-----------|--|
| R1 | EMI Product Team List https://twiki.cern.ch/twiki/bin/view/EMI/EmiProductTeams |
| R2 | EMI Change Management Policy https://twiki.cern.ch/twiki/bin/view/EMI/EmiSa2ChangePolicy |
| R3 | EMI Requirements Tracker https://savannah.cern.ch/task/?group=emi-req |
| R4 | EMI Development Tracker https://savannah.cern.ch/task/?group=emi-dev |
| R5 | EMI Release Tracker https://savannah.cern.ch/task/?group=emi-releases |
| R6 | EMI Production Release Criteria https://twiki.cern.ch/twiki/bin/view/EMI/ProductionReleaseCriteria |
| R7 | EMI EMT Tracker https://savannah.cern.ch/projects/emi-emt/ |
| R8 | EMI Signing Process https://twiki.cern.ch/twiki/bin/view/EMI/EMISigning |
| R9 | GGUS EMI Dashboard https://ggus.eu/tech/dashboard.php |

7. Logbook



v2.0 (approved on 12.07.2011)

- *05.07.2011*: Add Table of references.
- *29.06.2011*: Add release manager contact, numbered sections and improved PDF cover.
- *22.06.2011*: Add GGUs report.
- *15.06.2011*: Add EMT tracker + EMT metrics report.

v1.0 (approved on 24.01.2011)

- v1.3: Minor change on *24.05.2011* . Added new section Release Notes and Repository creation.
 - v1.2: Minor change on *16.05.2011* . Improved wording in section PTs not participating at the EMT meetings after discussion on EMT mailing list.
 - v1.1: Minor change on *03.03.2011* . Picture about release process improved before the training.
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