

---

# **The Summit Scheduler Documentation**

*Release 1.0*

**Nigel Babu**

May 24, 2012



# CONTENTS

<b>1</b>	<b>Using The Summit Scheduler</b>	<b>3</b>
1.1	Registering to Attend a Summit . . . . .	3
1.2	Signing up to Attend a Meeting . . . . .	3
1.3	Agenda View . . . . .	4
1.4	Wide Screen View . . . . .	4
1.5	Track View . . . . .	4
1.6	Room View . . . . .	4
<b>2</b>	<b>Scheduling a Meeting</b>	<b>5</b>
2.1	Creating a Meeting in Summit . . . . .	5
2.2	Creating a Meeting in Launchpad . . . . .	5
2.3	Tips . . . . .	7
<b>3</b>	<b>Track Lead Permissions</b>	<b>9</b>
<b>4</b>	<b>Scheduler Permissions</b>	<b>11</b>
<b>5</b>	<b>Credits</b>	<b>13</b>
<b>6</b>	<b>Indices and tables</b>	<b>15</b>



The Summit Scheduler is a highly agile scheduling solution for conferences. Built originally for use at Ubuntu Developer Summits, the Summit Scheduler is now also used by Linaro at Linaro Connect and at the Linux Plumbers Conference.

If you are interested in using the Summit Scheduler at your conference, please contact Chris Johnston <[chrisjohnston@ubuntu.com](mailto:chrisjohnston@ubuntu.com)>.

Contents:



# RUNNING A SUMMIT

## 1.1 Create a Summit

### 1.1.1 In the Summit Scheduler

#### **Name**

This field will become the URL of the summit. May only contain lowercase letters, numbers and hyphens.

#### **Title**

The display name of your summit. May contain uppercase and lowercase letters and numbers.

#### **Description**

A description of the event. You may use markdown styling.

#### **Etherpad**

The Summit Scheduler uses etherpad for taking notes during meetings. Please provide the base URL for the etherpad instance you would like to use.

#### **QR**

If your summit has a mobile application to display the schedule, you may enter the URL to the QR image here.

#### **Hashtag**

This is useful if you wish to display a twitter feed of a certain hashtag on the Summit page.

#### **State**

- **Sponsorship Requests** - During this state users will be able to apply for sponsorship to the summit event.
- **Sponsorship Reviews** - This status will turn off the ability for users to request sponsorship to your summit and turn on the ability for a defined group of users to review the sponsorship requests and vote on them.
- **Scheduling** - This status is what should be used prior to and during the summit. It will give users the ability to propose new meetings and mark themselves as attending meetings.
- **Public** - This status should be set after the event is over. This will prevent users from being able to create new meetings and remove other features that are used prior to and during a summit.

#### **Help**

This field is used for displaying a message across the bottom of each page. Markdown styling is supported.

#### **Sites**

The Summit Scheduler is capable of running multiple different sites off of one code base while appearing to be completely separate sites. This field is what defines which site the summit will appear on. Multiple selections are allowed for co-hosted events.

### Managers

This field allows you to define users who will have manager permissions. For more information on the permissions given to a manager, view the Summit Scheduler Permissions page.

### Schedulers

This field allows you to define users who are allowed to have scheduler permissions. For more information on the permissions given to a scheduler, view the Summit Scheduler Permissions page.

### Tracks

- Title - The display title of your track.
- Slug - The track slug may contain lowercase letters, numbers, and hyphens.
- Color - Adding a color allows for an obvious differentiation between different tracks.
- Description - A brief description of the track. This field supports markdown styling.
- Allow adjacent sessions - By default, the Summit Scheduler does not allow two sessions from the same track to be scheduled in the same room. This is to encourage participants to get up, move around, and have more interaction with other participants. If you would like to allow the Summit Scheduler to have sessions from the same track back to back in the same room, check this box.
- Delete - Check this box if you want to delete an already created track

### Sprint

Add the export URL for the Launchpad sprint that was created for this event.

## 1.1.2 In Launchpad

## 1.2 Rooms

### Name

Name of the room. May contain lowercase letters and numbers.

### Title

Display title of the room. May contain uppercase and lowercase letters, numbers and spaces.

### Type

- Openly Scheduled - May contain any meeting other than a plenary.
- Plenary Events - May contain only plenaries.
- Closed - Room that will not be used.
- Private - A private room that is not displayed to people without the correct permissions or attendees to private meetings in the room.

### Size

The number of people the room can hold.

### Tracks



You are able to set the room up so that only certain tracks will be scheduled in the room. This is helpful for special setups for things like hacking sessions.

**Icecast URL**

This can be the URL to any type of audio or audio video link. Ex. Icecast, Google Hangouts

**IRC Channel**

The IRC channel name without the hash (#).

**Has Dial In**

If this room has dial in capabilities, meetings that require dial in will be scheduled here.

**Availability**

General starting and ending availability of the room. Must be entered in UTC time.

**Busy**

Used to set certain time periods throughout the sprint in which this room is not available.

## 1.3 Track Leads

## 1.4 Slots

## 1.5 Crew

## 1.6 Crons

**Auto Schedule**

**Reschedule**

**Dead blueprints**

## 1.7 Track Lead



# USING THE SUMMIT SCHEDULER

The Summit Scheduler is a web tool utilized at Ubuntu Developer Summit and Linaro Connect.

## 2.1 Registering to Attend a Summit

In order to use Summit for your personal schedule, you will need to register in Launchpad as attending the summit. To do this, click the “Register in Launchpad” link on the main page for the summit.

*Note:* Once you register, it may take up to 20 minutes for you to be able to use Summit.

## 2.2 Signing up to Attend a Meeting

After you have registered yourself as attending a Summit, you have the ability to “attend meetings.” Signing yourself up to attend meetings will create your own personal schedule.

To sign up to attend a meeting you have 2 options:

### **Subscribe to the blueprint**

If a meeting has a blueprint, you can subscribe yourself to the blueprint which will mark you as attending the meeting. Subscribing to a blueprint will also notify you each time that the blueprint is changed. Sign up this way if you are interested in following the progress of the topic after the summit is over.

When subscribing to the blueprint there is the ability to mark yourself as “Participation essential.” By doing this, the Summit Scheduler will attempt to make the meeting at a time in which you are available.

*Note:* Please only subscribe to a blueprint as Participation essential if your participation truly is essential.

### **Subscribe to the meeting in Summit**

If you do not want to follow the progress of the topic after the summit is over, or if the meeting does not have a blueprint, you will want to subscribe to the meeting in Summit. Signing up this way will still add the meeting to your personal calendar, however you will not get emails after the summit when the blueprint changes.

To subscribe to a meeting in Summit, click on the meeting name and you will be sent to the meeting page. In the navigation near the top, you will see a link called “Attend this meeting.” Shortly after clicking this link, the meeting will show up in your personal schedule.

## 2.3 Agenda View

When you are logged into Summit, the agenda view will show your personal schedule. All of the meetings have a star in front of the name of the meeting. If this star is grey you are not subscribed to the meeting. If the star is gold, you are subscribed.

If you mouseover the meeting name, you will see the details about the meeting. This includes the meeting description, participants, and tracks. Any participants with a red star next to their name are “Participation essential.”

## 2.4 Wide Screen View

The Wide Screen View is the traditional schedule view. This view is no longer recommended for use on personal computers.

The Wide Screen View is the primary view for the monitors around the halls of the summit for reference when moving between meetings.

## 2.5 Track View

The Track View will show you all of the meetings for a particular track.

## 2.6 Room View

The Room View will show you all of the meetings for a particular room.

# SCHEDULING A MEETING

You have two options to schedule a meeting.

You can either create a meeting in Summit or by using a blueprint in Launchpad.

## 3.1 Creating a Meeting in Summit

Creating a meeting in Summit is now easier than ever. All you need to do is fill out a simple form and the meeting will be created and scheduled for you automatically.

A [video](#) has been created to walk you through this process.

## 3.2 Creating a Meeting in Launchpad

If you've already defined a blueprint that needs discussing you can register it. You can also create one from scratch.

### 3.2.1 Using an Existing Engineering Blueprint

If your blueprint can fit into a single session, this is the route to choose. After creating your blueprint you may select the "Propose for sprint" option when viewing the blueprint in Launchpad.

### 3.2.2 Creating a "Scheduling Blueprint"

If your engineering blueprint is too big for a single session, you can break it up by using multiple "scheduling blueprints".

To create a scheduling blueprint, you need to visit the sprint page in Launchpad. You will find a link to this page on the main page for the Summit you are attending.

Prior to creating a blueprint, first view the blueprints proposed to see if one matches the topic you want to discuss.

If none of the existing blueprints match your topic, you may register a new Blueprint by selecting the "Register a blueprint."

When creating a blueprint, please use the naming convention below. Keep in mind that the name of a blueprint is very important as it affects how your meeting will appear in the scheduling tool at UDS.

The format is either:

- ubuntu-<cycle>-<track>-<topic>

- `linaro-<track>-<cycle>-<topic>`

Further information on this topic can be found at:

- <https://lists.ubuntu.com/archives/ubuntu-devel/2011-March/032813.html>
- <http://ubuntudevelopers.blip.tv/file/3539348/>

The video is old so ignore the beginning about the wiki and just pay attention to the part where Jorge talks about Launchpad.

### 3.2.3 Filling Out the Blueprint Fields

The following are fields on the “Register a blueprint” page.

#### For

When registering a blueprint for UDS, the project will be “ubuntu.”

#### Name

The name is important as it determines how your meeting will appear in the scheduling tool at UDS, here are the track names:

consumer community design desktop foundations hardware security serverandcloud ubuntu-arm

You need to name your blueprint after the track name, and the title, and then the animal letter so that we can track it for this cycle:

- hardware-p-kernel-decision
- serverandcloud-p-openstack-integration
- design-p-wallpapers
- foundations-p-python-transition

... and so on.

#### Title

This should be a human readable form of the name. Remember that your title will be displayed on the monitors, and need to be short and upfront, so make it easy to understand and put the information up front so that when the scheduler truncates your long title it makes sense.

#### Specification

Optional, but it can be a link to a page in this Wiki, but it’s becoming popular to put your meeting notes from etherpad here, so:

<http://pad.ubuntu.com/serverandcloud-p-openstack-integration>

Don’t worry, the system will autocreate your etherpad during UDS.

#### Definition

The definition is required to be either “**new**”, “**discussion**”, or “**drafting**”.

## 3.3 What Happens Next

After you submit the blueprint, it will wait for approval by a track lead. Once it has been approved it will show up on the summit schedule:

- <http://summit.ubuntu.com/>
- <http://summit.linaro.org/>

If your blueprint is not on the schedule during the week before the summit, please ask your track lead to approve it. If they don't have it then it means you didn't submit it to the correct sprint (see the video). Track leads will be approving specs on a regular basis, so if you don't see your meetings on the schedule it's up to YOU to bother the track lead.

### 3.3.1 Ubuntu Developer Summit

Jono Bacon and Michael Hall keep an eye on the incoming specs for UDS, so if a track lead is particularly swamped we help keep the submissions going smoothly, but it helps tremendously when you check.

### 3.3.2 Linaro Connect

Joey Stanford fills the role of monitoring incoming specs for Linaro Connect.

## 3.4 Tips

### Meeting Title

The title of the blueprint is important. We have screens setup at our events displaying the meetings for the day at various locations. For example:

<http://summit.linaro.org/uds-o/2011-05-11/>

A long title will be cut off on the display, however in your browser, you can hover and get the full title. This is not possible on the hallway screens and you will only be able to see the truncated text on the screens. Therefore, it becomes important to make sure the most important words show up near the beginning of your title.

### Whiteboard

The etherpad document will most likely get used to collect notes for a meeting. This creates a small dilemma when you need to put work items in and make it a real "engineering blueprint". The recommended approach to dealing with this is to copy the contents of the notes from etherpad and paste them into the whiteboard.

### Before Creating a Blueprint

Its a good idea to talk to the track lead before drafting a proposal and see if they like the idea.





# TRACK LEAD PERMISSIONS

## Managing Meeting Proposals

The track leads are responsible for accepting or rejecting proposals. As a track lead, you need to visit the list of blueprints for the upcoming summit to approve or decline blueprints that have been proposed to meetings.

You should see a sentence before the footer like:

You can show topics that have been declined and since you are a driver of Linaro Connect Q4.11 you can also accept meetings or topics that have been proposed. All the track leads should have this authority. If you don't, you'll need to speak to the correct person in your organization.

The accept/reject interface is self-explanatory.

### Tips

If you like a proposal but want some updates to it, don't reject it. Its easier to tell the person to make the updates and then check back and accept it.



# SUMMIT SCHEDULER PERMISSIONS

Coming Soon!

**5.1 Scheduler**

**5.2 Manager**

**5.3 Track Lead**



# CREDITS

This documentation was largely adapted from the [documentation for zamboni](#) and from [Sharing your development across branches](#) article from Michael Nelson.



# INDICES AND TABLES

- *genindex*
- *modindex*
- *search*