Access to Atlassian Tools

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NOTES from TC discussion:

* + TC has been asked to draft this policy
	+ TC and Modelers need access to JIRA and Confluence
	+ Separation JIRA access and Confluence which would wider (definitely sprint/group participants)
	+ Confluence access for Scientific Committee - what level of access
		- Add comments but not edit
		- What roles do people play?
		- A new kind of committee/special interest group - what is the access for non-members but involved
	+ Define roles and then identify groups of people who belong to these roles

CONFLUENCE roles:

* Create and manage space for specific project or activity group
* Editing content within specified areas
* Commenting throughout
* Browse

JIRA roles: (default: Administrator, Developer, User)

* Create and manage projects (or specific project)
* Manage issues
* Work on issues
* Comment on issues
* Submit issues
* Browse

General comments:

* Open so that community can follow activities (Confluence and JIRA)
* Anonymous users should be able to submit issues in JIRA (via comment form) and ask questions/comment in restricted areas
* Restricted - projects/teams/areas may wish to restrict editing to a specific group or individual

|  |  |  |
| --- | --- | --- |
| Group | Confluence | JIRA |
|  | Create/ manage | Edit | Comment | Browse | Create/ manage projects | Manage issues | Work on Issues | Comment on Issues | Submit issues | Browse |
| Member Representatives |  |  | X | X |  |  |  | X | X | X |
| Scientific Board Member |  |  | X | X |  |  |  | X | X | X |
| Executive Board Member |  |  | X | X |  |  |  | X | X | X |
| Directorate | P | X | X | X | P | X | X | X | X | X |
| Technical Committee | P | X | X | X | P | X | X | X | X | X |
| Working Group | P | X | X | X | P | X | X | X | X | X |
| Non-member of a Working Group |  | X | X | X |  |  |  | X | X | X |
| User community |  |  |  | X |  |  |  |  | X | X |

P=Project head; X=General group member

## Questions:

1. How will general members (Member Representative and Scientific Board) be using Confluence / JIRA?
	1. Right now the priority the red areas on the chart above followed by blue
2. How will Executive Board use Confluence / JIRA?
	1. Anticipate this will be confluence only, but should be driven by their interests
3. Who will be using JIRA?
	1. Primarily TC and Project groups (modelers)
4. There seem to be two triggers to access a) Membership and b) Activity. Should higher level access be driven by active involvement in a group?
	1. This is an issue for the Scientific Board

## Special interest groups

Let demand drive creation of users. Give heads of group’s easy set-up templates (options) and ways to manage activities without JIRA and on use it for the high-demand groups.

Confluence and JIRA constitute the DDI Alliance working environment

* The main page will have Committees / Activity Groups and Moving Forward Project
* The Committee / Activity Groups page will have a column for each with the name, brief description and clickable link to the page
* Pages for committees and groups should have header, link back to official Alliance site, a link to email list, a link to a page for minutes, meeting time and connection information, member names, and documents lists. Provide some basic templates.