IDEAS MEEETINGS

Vancouver Chapter

A *git* Guide To Publish Meeting Minutes

Introduction

This guide details how to 1) set a git environment for new publishers and 2) publish meeting minutes to the Ideas Meertings GitHub page.

1. Setting up a new publisher

A. *git* setup

1. Download *git* to your local machine: https://git-scm.com/downloads

2. (Optional) Install a GUI for *git*: https://git-scm.com/downloads/guis

    > Though the same operations can be done through a GUI, this guide uses the terminal to execute git commands.*

3. Open a terminal

4. Run the following commands changing “yourName” for your name and “yourEmail” for your email (Ideally these coincide with your GitHub account name and email - see B.1. -):

    ```
    git config –global user.name yourName
    git config –global user.email yourEmail
    ```

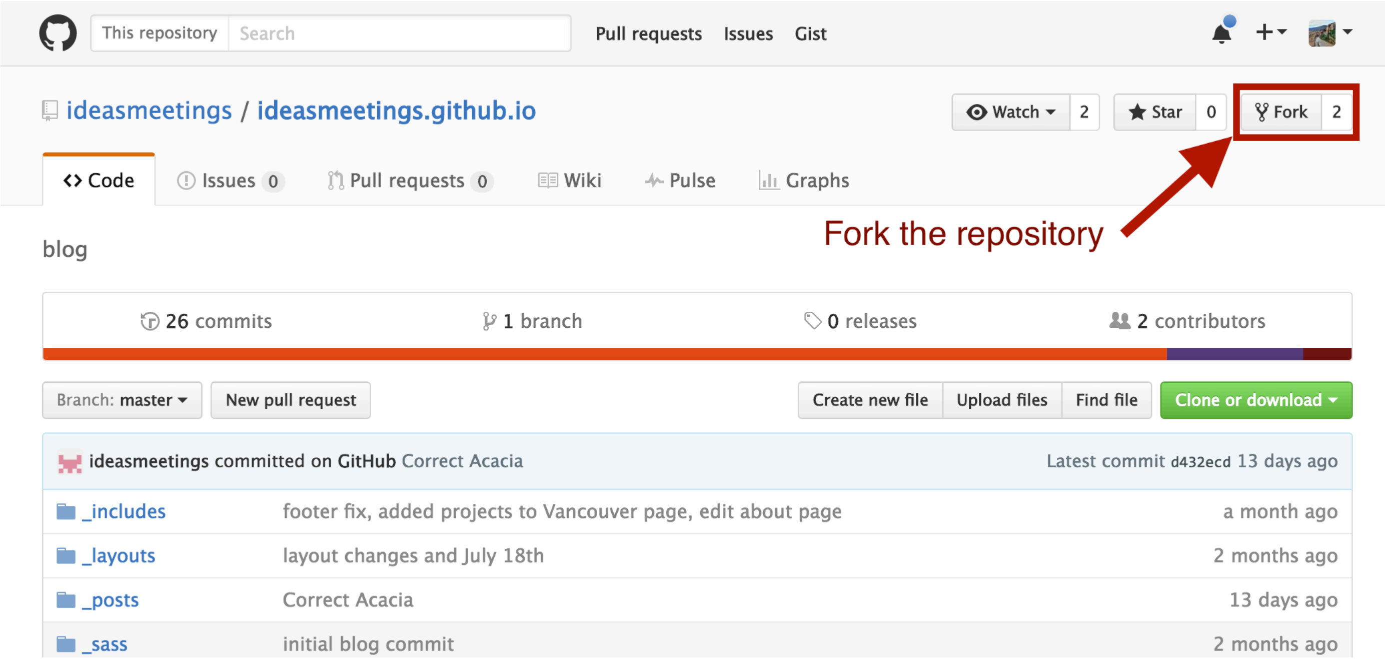
5. Now you have *git* installed on your machine

B. GitHub setup

1. Create a GitHub account (or login to your existing account): https://github.com/join. Remember your GitHub username

2. Go to https://github.com/ideasmeetings/ideasmeetings.github.io. From here onward we will call this the **upstream** repository.

3. Fork the repository in GitHub:



ideasmeetings / ideasmeetings.github.io

Fork the repository

blog

26 commits · 1 branch · 0 releases · 2 contributors

ideasmeetings committed on GitHub Correct Acacia — Latest commit d432ecd 13 days ago

_includes	footer fix, added projects to Vancouver page, edit about page	a month ago
_layouts	layout changes and July 18th	2 months ago
_posts	Correct Acacia	13 days ago
_sass	initial blog commit	2 months ago

4. This will create a copy of the repository in your GitHub account under the URL *https//github.com/yourGitHubUserName/ideasmeetings.github.io,* where “yourGitHubUserName” will be your GitHub username. From here onward we will call this the **origin** repository.

C. Workflow setup

1. Choose or create the folder you want to work in. Open a terminal at this directory.

2. Clone your origin repository by running in your terminal (change “yourGitHubUserName” to your GitHub username):

   ```
   git clone https://github.com/yourGitHubUserName/ideasmeetings.github.io
   ```

3. *git* will create a folder named *ideasmeetings.github.io* containing your **local** repository. From here onward we will call this new folder the **working directory**.

4. Change into the working directory

5. Check your origin repository link is pointing to your origin repository (https://github.com/yourGitHubUserName/ideasmeetings.github.io, -“yourGitHubUserName” will show your actual GitHub username-) by running the following command:

   ```
   git remote -v
   ```

6. Add the upstream repository to your git by running the command:

   ```
   git remote add upstream https://github.com/ideasmeetings/ideasmeetings.github.io
   ```

7. Check your upstream repository link is pointing to the upstream repository (https://github.com/ideasmeetings/ideasmeetings.github.io) by running the following command:

   ```
   git remote -v
   ```

8. Your workflow has been set up. In the next section you will find how to publish new meeting minutes

2. Publishing meeting minutes

A. The file

1. The file with the meeting minutes should be named with the date of the meeting in the following format: “YYYY-MM-DD-Month-DD-YYYY.md” **IMPORTANT: Do not use spaces in the file name**

2. The files with the meeting minutes can be uploaded in plain text, markdown or html. Due to it’s ease of use, markdown is preferred and, if used, the extension for the file should be “.md”

   > Markdown is a plain text formatting syntax originally developed by John Gruber. However we use the GitHub version. You can learn about it here: https://guides.github.com/features/mastering-markdown/

3. The file has to start with the following header containing meta information on the document. Make sure you fill in the (camelCase) placeholders with your data (without the parenthesis).

```
---
layout: post
status: publish
published: true
title: (meetingDateInTheFormat “Month DD, YYYY”)
author:
  display_name: (yourName)
  login: (yourGitHubUserName)
  email: (yourEmail)
  url: ‘’
author_login: (yourGitHubUserName)
author_email: (yourEmail)
categories:
  - Vancouver
tags:
  - Projects
  - Vancouver
---
```

4. After the header you can write your meeting minutes in markdown. Do not place the file in the working directory until instructed to do so in the next section.

5. **IMPORTANT: Keep your file (or a copy) in a different directory to the working directory until the minutes are published online!**

B. Update your repositories

Update the origin and local repositories with the changes from upstream by following the process below

> If you have just forked and cloned the upstream repository you can skip this step as your origin and local repositories will be up to date

1. Update your local repository by running:

   ```
   git pull upstream master
   ```

2. Push the update to your origin repository by running:

   ```
   git push origin master
   ```

3. *git* may ask for your username and password. If you have to write your password each time you can look to improve your experience by reading: https://help.github.com/articles/which-remote-url-should-i-use/

C. Upload meeting minutes

1. Copy your file into the filesystem _post directory
   WARNING: Keep a copy of the file in a different directory to the working directory until the minutes are published online!

2. Push your changes to you local repository with a meaningful commit message

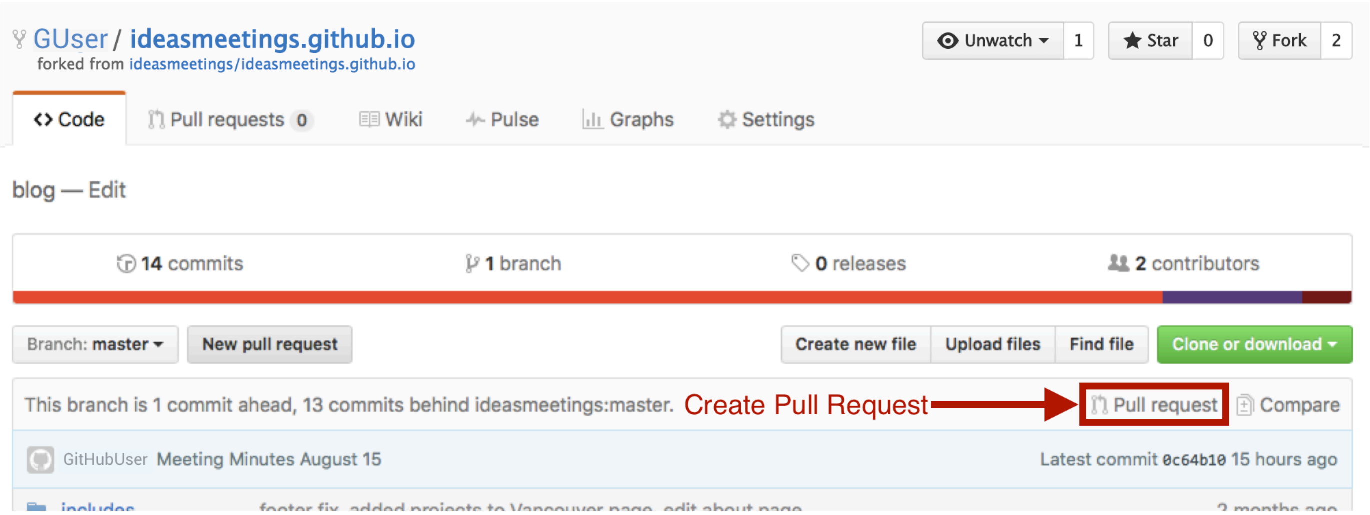
```
git commit -a -m "Insert commit description here"
```

3. Push your changes to your origin repository

```
git push origin master
```

4. Go to your origin repository on GitHub (https://github.com/yourGitHubUserName/ideasmeetings.github.io, -change “yourGitHubUserName” to your GitHub username-)

5. There, create a pull request

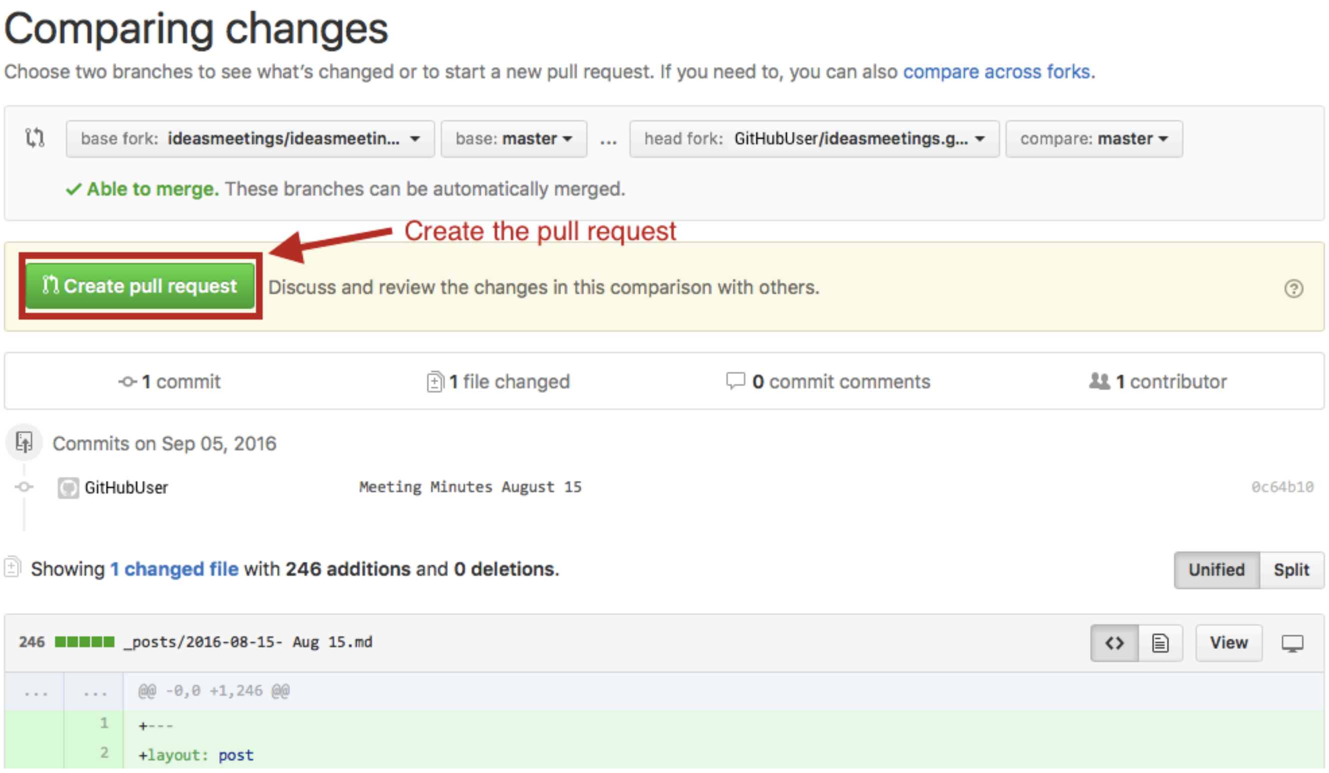


This branch is 1 commit ahead, 13 commits behind ideasmeetings:master.

Create Pull Request

GitHubUser Meeting Minutes August 15 Latest commit 0c64b10 15 hours ago

6. Complete the pull request process by reviewing your changes and writing a message summarizing them for the upstream repository maintainer to review



Comparing changes

Choose two branches to see what's changed or to start a new pull request. If you need to, you can also compare across forks.

base fork: ideasmeetings/ideasmeetin... ▾ base: master ▾ ... head fork: GitHubUser/ideasmeetings.g... ▾ compare: master ▾

✓ Able to merge. These branches can be automatically merged.

Create the pull request

Create pull request Discuss and review the changes in this comparison with others.

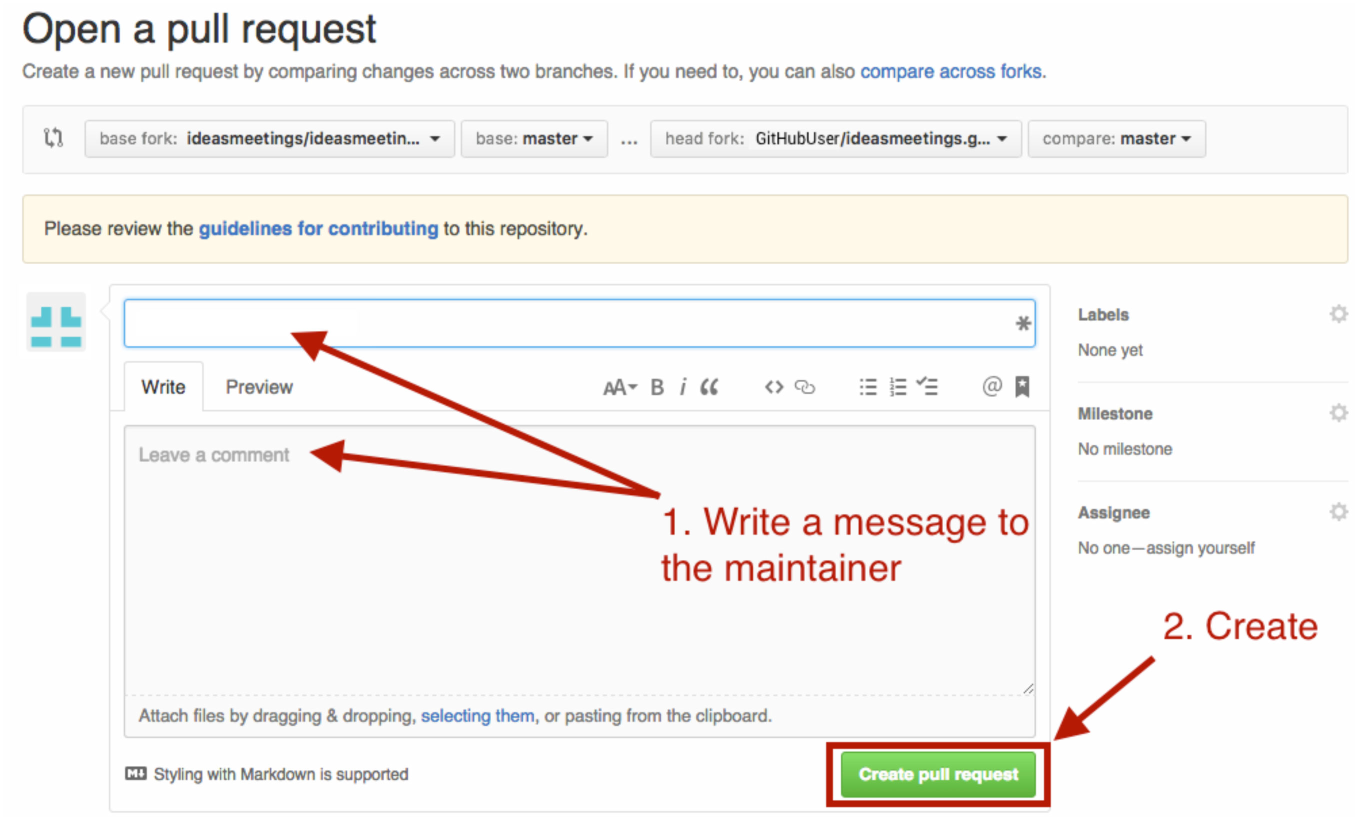
1 commit 1 file changed 0 commit comments 1 contributor

Commits on Sep 05, 2016

GitHubUser Meeting Minutes August 15 0c64b10

Showing 1 changed file with 246 additions and 0 deletions.

```
246 ■■■■■ _posts/2016-08-15- Aug 15.md
...  ...  @@ -0,0 +1,246 @@
       1  +---
       2  +layout: post
```



Open a pull request

Create a new pull request by comparing changes across two branches. If you need to, you can also compare across forks.

base fork: ideasmeetings/ideasmeetin... ▾ base: master ▾ ... head fork: GitHubUser/ideasmeetings.g... ▾ compare: master ▾

Please review the guidelines for contributing to this repository.

Leave a comment

1. Write a message to the maintainer

Attach files by dragging & dropping, selecting them, or pasting from the clipboard.

Styling with Markdown is supported

2. Create

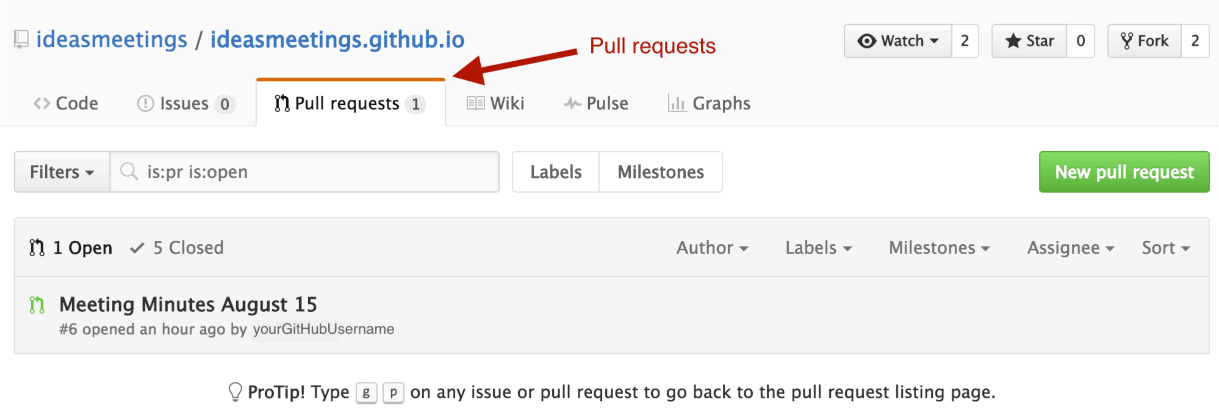
Create pull request

Labels
None yet

Milestone
No milestone

Assignee
No one—assign yourself

7. Done! You can check if the process was successful by visiting the upstream repository (https://github.com/ideasmeetings/ideasmeetings.github.io) and go to “Pull Requests”. You should see your pull request waiting for approval.



Pull requests

Meeting Minutes August 15
#6 opened an hour ago by yourGitHubUsername

ProTip! Type g p on any issue or pull request to go back to the pull request listing page.

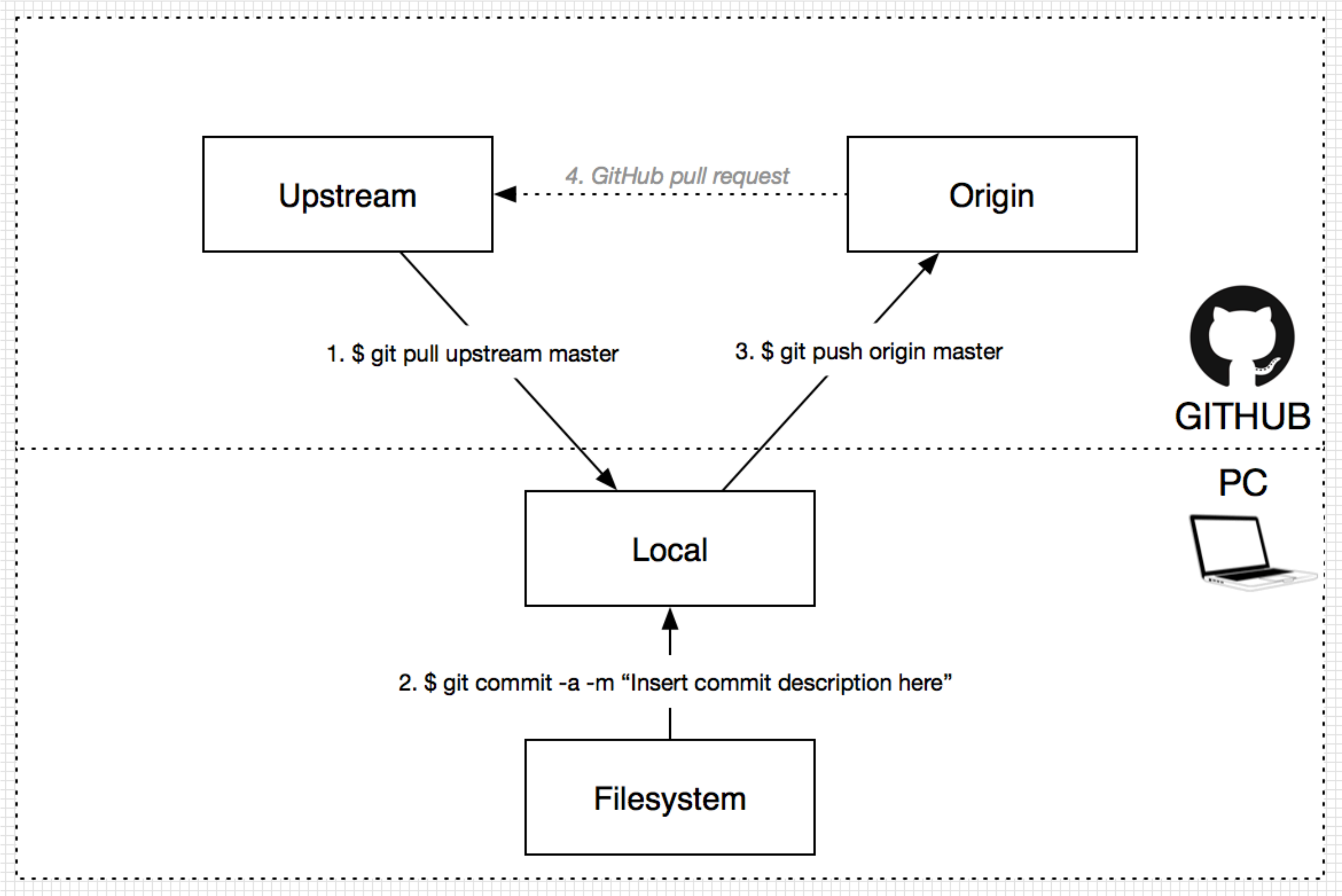
8. Once the upstream maintainer has reviewed your pull request he will publish the meeting minutes to the Ideas Meetings page.

Troubleshooting

a. If *git* is failing, make sure you are running the commands in the working directory.

b. Make sure that you are referring to the right repository:

- **Upstream**: https://github.com/ideasmeetings/ideasmeetings.github.io
- **Origin**: https://github.com/yourGitHubUserName/ideasmeetings.github.io
- **Local**: The repository on your local machine


Upstream
4. GitHub pull request
Origin
1. $ git pull upstream master
3. $ git push origin master
GITHUB
PC
Local
2. $ git commit -a -m “Insert commit description here”
Filesystem

c. Most problems can be solved restarting the process by following the instructions:

i. Copy your new work outside of the git directory.
WARNING: Make sure you have the meeting minutes file saved outside the git directory. This will ensure you don’t delete your work.

   ii. Delete the working directory (i.e. start over)

   iii. Go through section “C. Workflow setup” in “Setting up a new publisher”

   iv. Go through sections “B. Updating your repositories” and “C. Upload meeting minutes” in “Publishing meeting minutes” section

d. If it still does not work, try the following:

   i. Copy your new work outside of the git directory.
   WARNING: Make sure you have the meeting minutes file saved outside the git directory. This will ensure you don’t delete your work.

   ii. Delete the working directory (i.e. start over)

   iii. Go to GitHub and delete your ideasmeetings.github.io repository

   iv. Start at section 1.B of the document and go through all the following sections

Additional information

- More information on *git*:
    - https://git-scm.com/book
- Tutorial for *git*:
    - https://try.github.io/levels/1/challenges/1
- More information on the *git* workflow:
    - https://www.atlassian.com/git/tutorials/comparing-workflows/forking-workflow