

# FirstFriday

## What?

A monthly bug-squashing virtual meeting.

Cocooners from all over the world work collectively during the first Friday of each month to fix, close and otherwise improve the health of [HowWeUseBugzilla](#) issues (it doesn't mean they don't work on them at other times though 😊)

## When?

**FirstFriday** starts at 09:00 UTC (9am Greenwich Mean Time in London) and lasts for 24 hours.

The next FirstFriday will take place on **3 December 2004**. See [TimeAndDateMeetingPlanner](#)

## Pages for planning and notes if required

- [FirstFridayJuly2004](#)
- [FirstFridayMay2004](#)
- [FirstFridayApril2004](#)
- [FirstFridayFebruary2004](#)
- [FirstFridayJanuary2004](#)
- [FirstFridayDecember2003](#)
- [FirstFridayNovember2003](#)

## Where?

Where **you** are.

The dev mailing list is the main communications vector, with additional tools:

- IRC (<irc://irc.freenode.net/#cocoon>). Remember not to make decisions there, all important stuff must be decided on the dev mailing list.
- [WhiteboardingSystems](#): we're still experimenting with these.

## Who?

All volunteers are welcome.

Non-committers can also help analyze issues and provide patches.

## How?

- See also [HowWeUseBugzilla](#).
- Study the lists of open bugs and patches using [ProjectManagement](#).
- Pick one that you like, use the bugzilla *reassign* function to assign it to yourself so that others know that you're working on it (also add [dev@cocoon.apache.org](mailto:dev@cocoon.apache.org) to CCs, otherwise the list won't get informed by your comments or changes).
- Close the issue if possible, or add meaningful comments telling others why you can't, ask the issue reporter for clarification, etc.
- If not closed, reassign the bug to [dev@cocoon.apache.org](mailto:dev@cocoon.apache.org) so that others can have a look at it.
- Write a short note about what you did on the day's notes page.