Basic Trello

- Simple tutorial -

Agenda

- What is Trello?
- Setting up a Trello account
- Features of Trello
- Sample

What is Trello?

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- Trello is an web based application/tool, designed for group collaboration and project management.

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- In Trello, boards represent projects and they contain lists in other words task lists. Each list contains cards, which correspond to tasks. The tasks or cards a progress from one list to the next, using drag-and-drop.

Setting up a Trello account

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- To set up a Trello account, you would need to log in to https://trello.com

- At signup it will ask for your name, a valid email id and a password for the account.

Features of Trello

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- Trello Boards
- Trello Lists
- Trello Cards

Trello Boards

- All the projects that the user creates are basically organized into boards.

- Boards usually contain a series of lists and lists in turn contain a series of cards.

- These boards can be shared among users so that each user in the same group or in different group can all get the same picture of the project at the same time and helps them to coordinately work on the project

Trello Lists

- Lists are series of columns arranged on the board.

- Each list has a specific title, which gives a general outline of what will be performed in that specific list and they typically contains at least one card.

Trello Cards

- Cards hold more information than any other unit on the board. Each card can have the following sections,

  - A title that explains the card in brief

  - Comment – where users can comment about the activity involved. The one disadvantage with comment section is that they are not editable. If you made a mistake or forgot something, then you have to make another comment that results in multiple comments about the same task

  - Add/Remove – where new members for the particular card can be added

  - File attachment - For linking in files from your PC/Mac

  - Subscribe – where a user can subscribe to a card's notifications without being a member of that card

  - Vote – To determine the popularity of the card

  - Checklist – Contains a list of items to be checked off. In the example, I have created a checklist "AB, CD, EF". Once I completed the task, I checked off the list and the completion bar moves from 0% to 100%

  - Due date – Where a due date for a specified task can be selected. So all the users will be aware of deadline dates for every task

Sample