

# Basic Trello

- Simple tutorial -

# Agenda

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

# What is Trello?

# What is Trello?

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

# What is Trello?

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

# Setting up a Trello account

- 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.



The screenshot shows the Trello website's signup page. At the top, the Trello logo is displayed. Below it, there are two main sections: 'Create an Account' and 'Or sign up with:'. The 'Create an Account' section contains three input fields: 'Full Name' (with the placeholder text 'Ahmad Samir'), 'Email' (with the placeholder text 'ahmad@trello.com'), and 'Password' (with a masked password). A green 'Create New Account' button is located below these fields. To the right, the 'Or sign up with:' section features a green 'Google Account' button. At the bottom of the form, there is a link that says 'Already have an account? Log In.' and a small footer note at the very bottom: 'By signing up, you are agreeing to our Terms of Service.'

# Features of Trello



# Features of Trello

- 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. Each card can have the following sections,
  - A **title** that explains the card in brief
  - **Comment** – where users can comment about the activity involved. (are not editable) If you made a mistake or forgot something, then you have to make another comment
  - **Add/Remove** – to add/remove members for a card
  - **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

# Sample

*List*

*Board*

*Card*

The image shows a Kanban board interface for a project titled "Full Database API - Board". The board is divided into two main sections: a "List" on the left and a "Board" on the right.

**List Section:** This section contains a vertical list of tasks, each with a progress bar and a menu icon. The tasks are:

- Creare baza de date alternativa
- Sistem autentificare
- Sistem de routing
- Sistem de interogare date
- Sistem trimitere date
- Load Balancing
- Conexiunea cu baza de date FI
- Resources (3 items)
- Intrebari

**Board Section:** This section contains a horizontal flow of columns representing different stages of the workflow:

- To Do:** Contains a highlighted card titled "Scrum Master - Checklist" with a sub-task "SonarQube Info" and a progress bar "0/5". Below it is a text block: "When you are gonna see this, you gonna laugh and you will know who pinned this".
- Work In Progress:** Contains a button "Add a card..."
- In Review:** Contains a button "Add a card..."
- To Test:** Contains a button "Add a card..."
- Done:** Contains a list of completed tasks, each with a progress bar and a menu icon. The tasks are: "Structura proiectului", "Rute studenti.", "Extrapolarea controllerelor", "Swagger Integration", "Logica rutelor. Creare.", "Status Codes", "Testare rute. (Studenti)", "Integrare Profesori/Cursuri", "Refactorizare getByID Studenti", and "Child Resources".