

Lab 13: Task Management Tool - GitLab Project Setup and Issue Management

Assignment Date: November 22nd, 2024

Deadline:

Class: BCA 7th Semester, New Summit College

Subject: Software Project Management (SPM)

Objective:

1. To learn how to use GitLab (or any other preferred task management tool) to create and manage projects, set up an issue board, and create tasks/issues.
2. To understand the proper issue and task format as discussed in class.

Tasks:

Task 1: Create a GitLab Account

- If you don't already have a GitLab account, create one at [GitLab](https://gitlab.com).
- Explore the main dashboard and familiarize yourself with the features.

Task 2: Create a Public Project

- In GitLab (or your chosen tool), create a new project and set it as a **public project** (this is essential for accessibility and sharing).
- Give your project a meaningful name (e.g., Demo Application - { YourName}).
- Take a screenshot of the project's main page, showing the project details and visibility settings.

Task 3: Set Up an Issue Board

- Set up an **Issue Board** (in GitLab, this is available under the project's **Issues** tab).
- Create **three boards** (e.g., "To Do," "In Progress," "Done") to organize tasks.
- In other tools like Trello or Jira, set up similar boards and columns.
- Take a screenshot of your issue board setup with the columns visible.

Task 4: Create Issues and Tasks

- Create at least **5 issues/tasks** on the issue board (e.g., task creation, bug fixes, feature development).
- Follow the issue format discussed in class, ensuring to include:
 - **Title/Name:** A concise and clear title (e.g., “Create Login Page”).
 - **Description:** A detailed description of the task or bug (e.g., “Design and implement the login page UI for the mobile app”).
 - **Assignee:** Assign tasks to yourself or a team member.
 - **Due Date:** Set appropriate due dates.
 - **Priority/Labels:** Label the task as **High, Medium,** or **Low** priority, or use custom labels if necessary.
 - **Comments/Attachments:** If applicable, add any comments or attach files to clarify details (e.g., design files, document links).
- Take screenshots of the issues you created, showing task details like title, description, assignee, priority, etc.

Task 5: Move Tasks Through the Board

- As tasks progress, **move them through the issue board columns** (e.g., from “To Do” to “In Progress,” and finally to “Done”).
- Demonstrate how tasks flow through different stages of completion.
- Take a screenshot of the board showing tasks in different stages.

Report Format & Structure (Topics to include for submission):

- INDEX
- Theory
 - a. Project Management
 - b. GitLab
 - c. Key Elements of Gitlab Interface

- i. Dashboards
 - ii. Project Menu
 - iii. Repository View
 - iv. Issue Tracker
 - v. Snippets
- Implementation:
 - a. Describe each task performed with detailed steps and relevant screenshots (project creation, issue board setup, task creation).
 - b. For each issue/task, explain the task title, description, assignee, due date, and other important details.
- Conclusion

References:

1. <https://gitlab.com/theciceerguy/demo-project/-/boards>

Note:

The reference provided is for guiding purposes only. The final document/report required may be different from the reference. So prepare the Report according to the Report Format provided above.

LAB File Evaluation Criteria:

- **Completion of tasks:** Successful creation of a public project, issue board, and tasks.
- **Task Management Skills:** Proper use of issue/task formats, priorities, due dates, and labels.
- **Report Quality:** Clear and detailed report with appropriate screenshots.
- **Timeliness:** Submission on or before the deadline.