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## Department of Software Engineering

## SCD Project

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# Trello: What is Trello?

Trello is a cloud-based project management tool that uses a visual board and card system to help users organize tasks, projects, and workflows. It allows teams and individuals to plan, track, and manage their work in a flexible and intuitive manner. It is simple, flexible, and powerful. All it takes are boards, lists, and cards to get a clear view of who’s doing what and what needs to get done.

# Key Components:

* **Boards**: Represent projects or workflows.
* **Lists**: Columns within boards that categorize tasks (e.g., To Do, In Progress, Done).
* **Cards**: Individual tasks or items that contain details such as descriptions, due dates, attachments, and comments.

## Boards

Trello boards keep tasks organized and work moving forward. In a glance, see everything from “things to do” to “aww yeah, we did it!”

## Lists

The different stages of a task. Start as simple as To Do, Doing or Done—or build a workflow custom fit to your team’s needs. There’s no wrong way to Trello.

## Cards

Cards represent tasks and ideas and hold all the information to get the job done. As you make progress, move cards across lists to show their status.

# For whom is Trello Designed?

Trello is suitable for a wide range of users, including:

* **Teams**: Project teams in various industries (e.g., marketing, software development, design) can use Trello for collaboration and tracking progress.
* **Individuals**: Freelancers, students, and professionals can manage personal tasks, study plans, and projects.
* **Organizations**: Companies can utilize Trello for departmental projects, administrative tasks, and strategic planning.

# Why Use Trello?

Trello offers several advantages that make it a popular choice for task and project management:

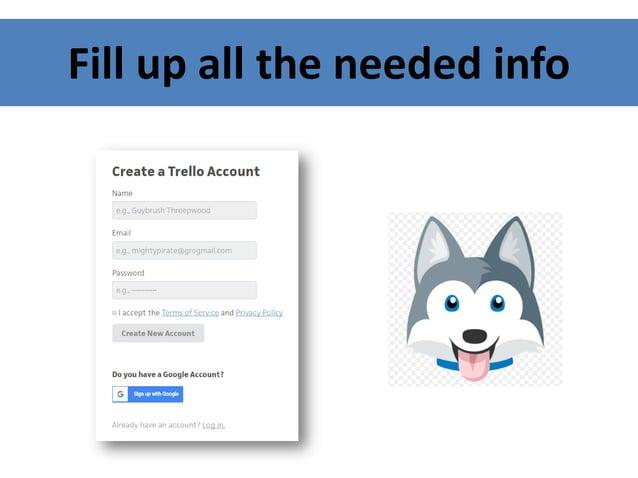
1. **Visual Organization**: The card-based layout allows users to see the status of tasks at a glance, making it easy to track progress.
2. **Flexibility**: Users can customize boards, lists, and cards to fit their specific needs and workflows.
3. **Collaboration**: Real-time updates and team collaboration features enhance communication and coordination among team members.
4. **Integration**: Trello integrates with numerous other tools (like Slack, Google Drive, and Dropbox) to enhance functionality.
5. **Accessibility**: Available on multiple platforms (web, iOS, Android), Trello can be accessed from anywhere, facilitating remote work.
6. **User-Friendly**: The intuitive design requires minimal training, making it easy for users to get started quickly.

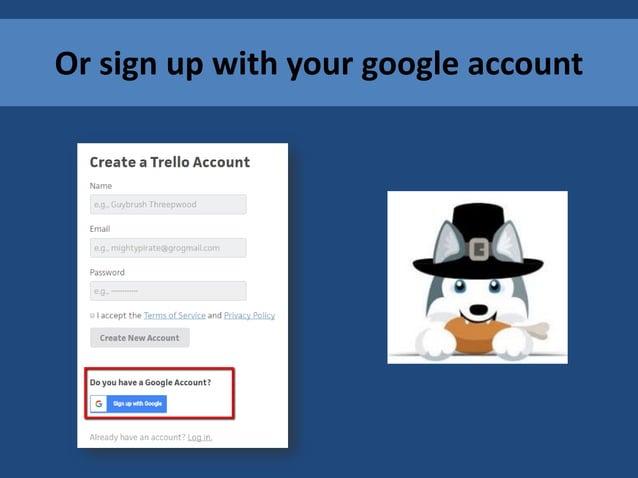
# How to Use Trello Effectively

### Setting up Trello

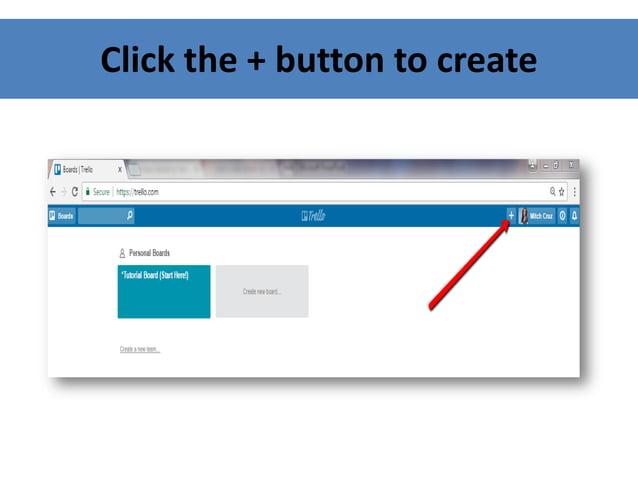
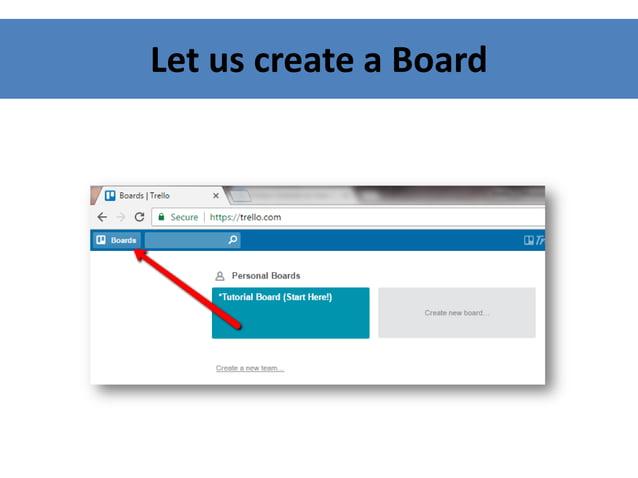
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* **Create an Account**: Sign up for free on the Trello website or through a mobile app.





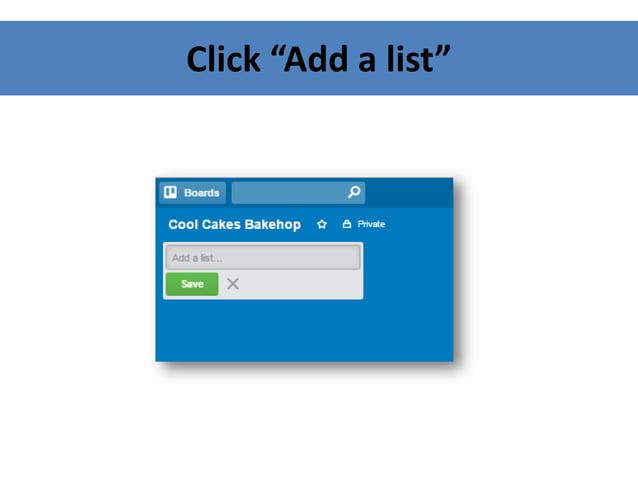
* **Create a Board**: Click “Create new board” to start. Choose a descriptive name and adjust settings (e.g., privacy).



### Organizing Your Board

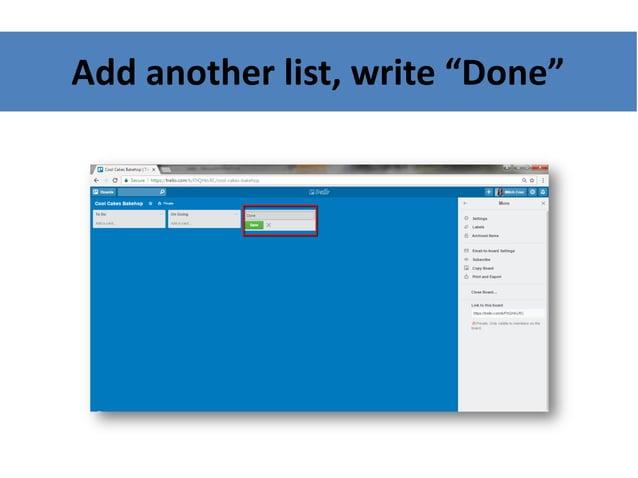
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* **Add Lists**: Organize your board with lists that reflect your workflow.

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Common examples are:

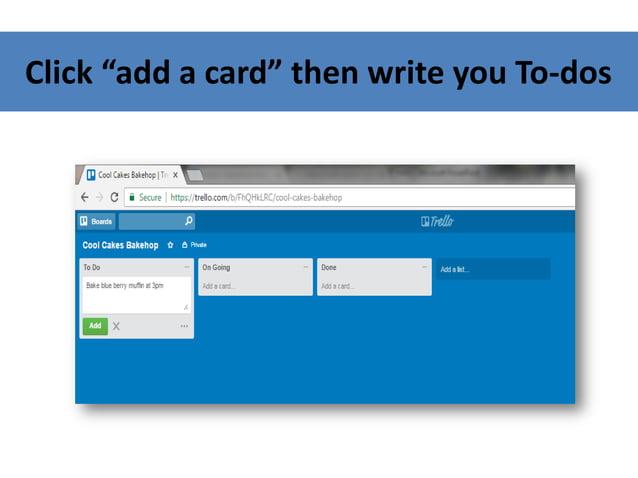
* + **To Do**: Tasks that need to be started.
  + **In Progress**: Tasks currently being worked on.
  + **Completed**: Finished tasks.



* **Customize Lists**: You can add more lists as needed, such as “Backlog” for future tasks or “Review” for tasks awaiting feedback.

### 3. Creating and Managing Cards

* **Add Cards**: Click on a list and select “Add a card” to create a new task. Include a clear title and description.



#### Detailing Cards:

* **Due Dates**: Assign deadlines to ensure timely completion.
* **Checklists**: Break tasks into smaller steps by adding checklists.
* **Attachments**: Upload files or link to external resources directly within the card.
* **Labels**: Use colored labels for categorization or to indicate priority.
* **Comments**: Collaborate with team members by discussing tasks in the comments section.

### 4. Collaboration and Communication

* **Invite Team Members**: Share your board with teammates by inviting them through email. Assign cards to specific members for accountability.
* **Notifications**: Enable notifications to stay updated on changes, comments, or card movements, ensuring everyone is informed.

### 5. Using Power-Ups

* **Enhance Functionality**: Explore Trello’s Power-Ups to integrate with other apps and tools. Examples include:
  + **Calendar**: View due dates in a calendar format.
  + **Automation (Butler)**: Set up automated actions like moving cards or sending reminders based on triggers.

### 6. Review and Adjust

* **Regular Check-Ins**: Schedule regular reviews of your boards to assess progress, re-prioritize tasks, and make adjustments as needed.
* **Archiving**: When tasks are completed, archive cards to keep your board tidy and focused on active tasks.

# Best Practices for Using Trello

* **Keep Boards Simple**: Avoid clutter by limiting the number of lists and cards. Use clear, concise titles and descriptions.
* **Stay Consistent**: Use consistent labeling and categorization to enhance organization.
* **Leverage Templates**: Use Trello’s templates for common projects to save time on setup.
* **Engage with Automation**: Utilize automation features to reduce manual tasks and streamline your workflow.

# Reference

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