Trello Workflow

Lists

Name	Description	Criteria for moving to next column
Ideas	High-level ideas the development team have though of, but have not brought to the attention of the client.	Have idea accepted as a task to complete by the client.
Product Backlog	High-level tasks approved by the client, but are not necessarily going to be completed in the current sprint.	If product owner deems the task a priority, it will move into the current sprint, with a more low-level description.
Current Sprint	More granular low-level description of changes to make in the current sprint, may or may not have a member assigned to them.	If product owner deems the task a priority, it will move into the current sprint, with a more low-level description.
Blocked	Task has been started but is unable to be completed for some reason (e.g. waiting on clarification from client, task is larger than expected and will need to be moved into next sprint and/or needs to be broken down into smaller tasks etc.)	The reason for the task being blocked is solved then task can be moved back into In Progress.
In Progress	Task that development member is currently working on. Has an assigned member(s).	Task finished, and if code-related, a pull request has been made to the main development branch
Testing	Tasks that have been integrated into the main development branch and require testing.	Testing completed (outcome of test is irrelevant).
Done	Tasks that have been completed and tested.	

Story Points

Points	Description	Hours of work
1-4pts	Small task	1-4 hrs
5-12pts	Medium task	5-12 hrs
12-20pts	Large task	12-20 hrs

Priorities

For reference:

High priority - Must haves

Medium priority - Should haves

Low priority - Nice to haves

Estimation Process

Estimating the tasks is done with **planning poker** (using an online resource).

See: https://planningpokeronline.com/

Then, we put story points directly against Trello cards.

Essentially this process revolves around consensus, and in cases where consensus cannot be reached, a majority vote.