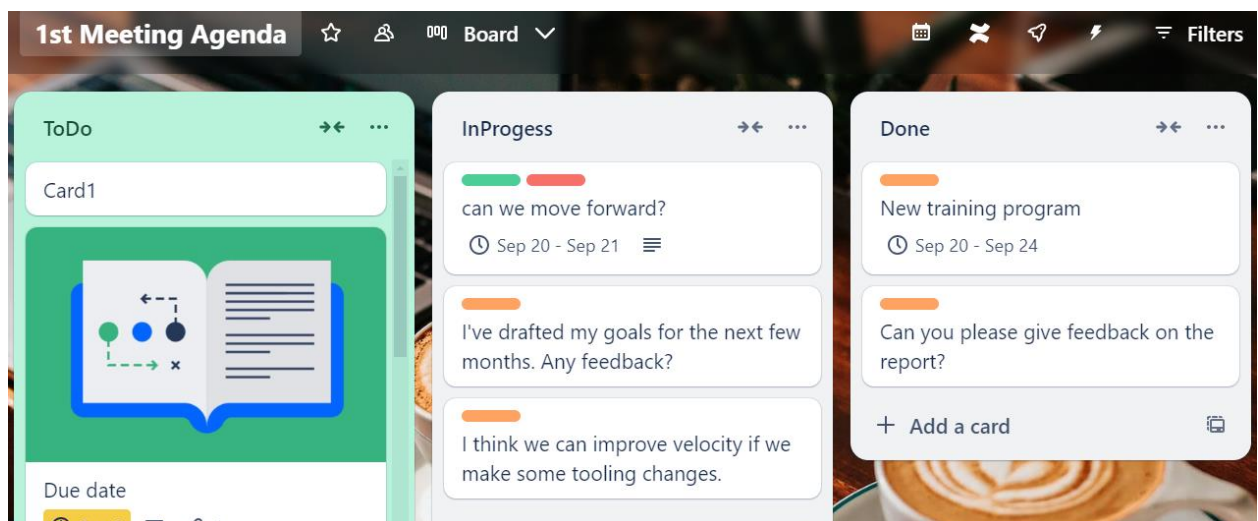


## B2W6: Final Submission - Trello Link

Report by: Firomsa Lemi

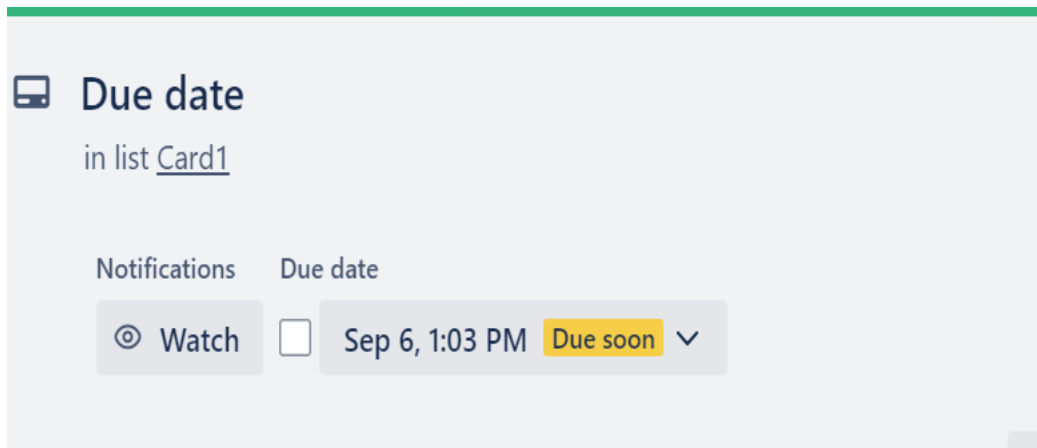
These project management board divided into three columns:

1. **ToDo:** This column contains tasks that need to be completed. One specific task mentioned is labeled "Card1," which likely involves writing or documentation.
2. **InProgress:** This column features tasks that are currently being worked on. It includes a task that spans from September 20 to September 21, which focuses on gathering feedback on drafted goals and improving team velocity.
3. **Done:** This column lists tasks that have been completed. It includes:
  - ✚ A "New training program" that was completed between September 20 and September 24.
  - ✚ A request for feedback on a report that has also been finished.



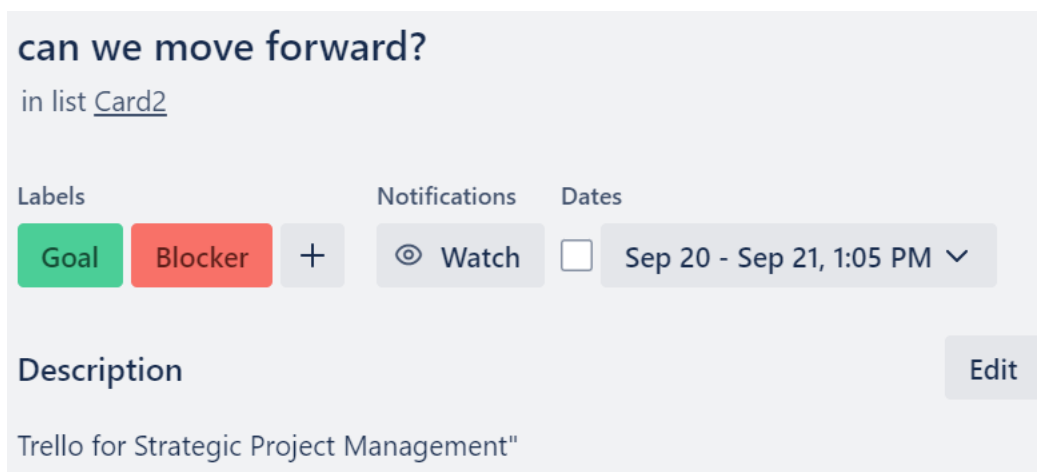
*Figure 1: Screenshot of Trello Main page*

Then, the following screenshot(Figure 2) on next page is “Card1 due date” which refers to the deadline by which the task associated with "Card1" must be completed. Setting a due date helps clarify expectations, prioritize tasks, and track progress, ensuring that team members are accountable for finishing their work on time. In the document, while "Card1" is mentioned, the specific due date is not provided, highlighting the importance of assigning a deadline to facilitate effective task management.



*Figure 3: Screenshot of Card1 due date*

Again also the following screenshot (Figure 4) is "Card2 due date" which refers to the deadline for completing the task associated with "Card2" in the Trello board. Similar to "Card1," setting a due date for "Card2" is essential for establishing expectations, prioritizing tasks, and monitoring progress. It ensures that team members are aware of when the task needs to be finished. However, like "Card1," the document does not specify the due date for "Card2," indicating the need to assign a deadline for effective task management.



*Figure 5: Screenshot of Card2 due date*

The last screenshot is "Card3 due date" refers to the deadline for completing the task associated with "Card3" in the Trello board. Setting a due date for "Card3" is important for establishing clear expectations, prioritizing tasks, and tracking progress toward completion. This ensures that team members understand when the task needs to be finished. However, the document does not provide a specific due date for "Card3," emphasizing the necessity of assigning a deadline to enhance overall task management and accountability. It is at next page as Figure 4.

## New training program

in list Card3

Labels

Discuss

+

Notifications

👁 Watch

Dates



Sep 20 - Sep 24, 1:07 PM ▾

### Description

Add a more detailed description...

*Figure 6:screenshot of Card3 due date*