This document is intended to document the process of using Trello for Agile development.

Boards, Lists, and Cards are the containers provided by Trello. Boards are the largest container, taking the space of a web-page, followed by Lists to divide the Board, and Cards to fill the Lists.

Sprints will be represented by a Board, designated by Team Location, Team Name/Number and Sprint Name/Number, using the List and Card structure as defined below. As new sprints begin, they will be copied from the preceding sprint by the Business Analyst (BA) role – placement updates to Stories will be reflected in both the current and pending Sprint until the new Sprint begins, while detail updates are only required in the pending Sprint.

Sprint Retrospectives will also be represented by a Board, designated by Team Location, Team Name/Number, Sprint Name/Number, followed by “Retrospective”

Sprint List and Card Structure

Process for agile tools  
(assuming that trello is the sole tool used for this project with possible add-in features)  
1. Documentation should cover a simple layout of who is to use Trello  
2. Define roles and their responsiblilities  
3. Define which add-ons are being used in conjunction with Trello  
a. Define their role in Trello (scrum, burn-down chart, etc)  
4. Address capacity and estimations (roughly)  
5. Address how we are to use Trello for a retrospective  
6. We may need possible documentation to standardize how retrospectives, burn-down, etc are to be covered.

Backlog

Groomed

Done (w/wo bugs)

Bugs

Story-point Estimation

Retrospective