

# Trello Guide

## Trello Procedure:

They are five stages on the Trello board;

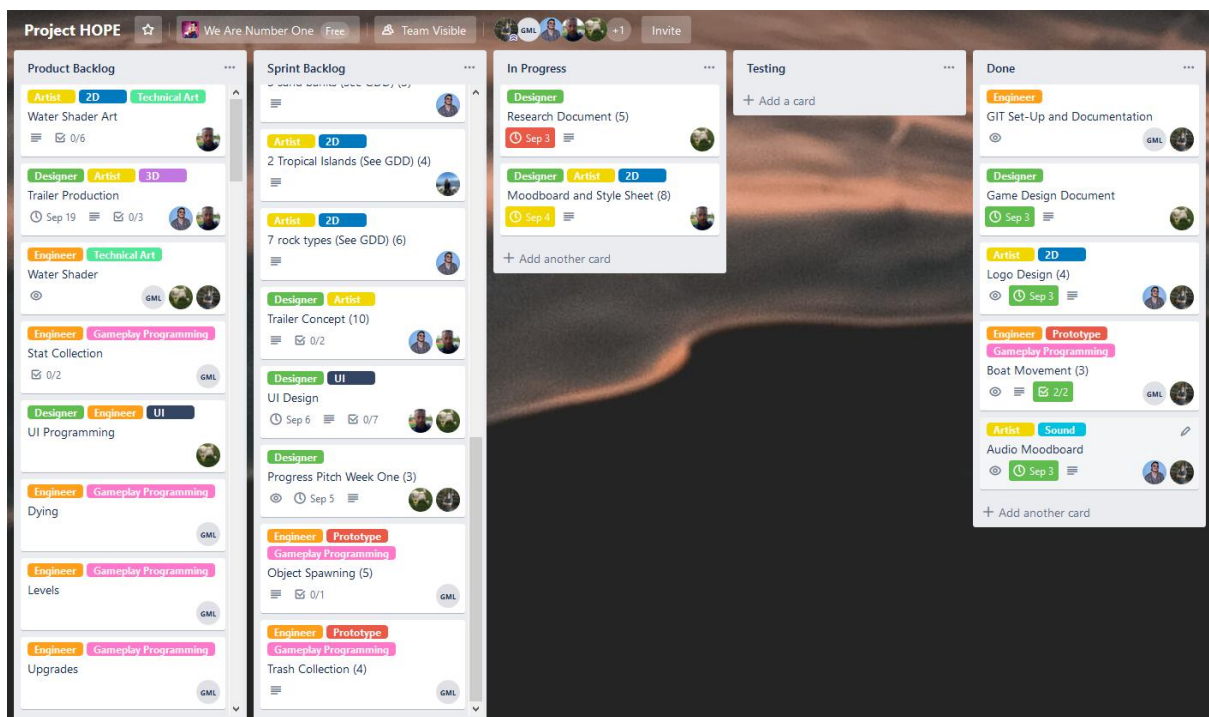
**Product Backlog:** All things to be completed for the whole project.

**Sprint Backlog:** All things to be completed during the current sprint.

**In progress:** All things that are currently actively being worked on.

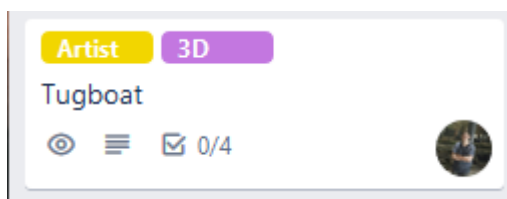
**Testing:** All things currently ready for testing.

**Done:** All cards that have passed testing and will be used as final.




At the start of each sprint we will play **Planning Poker** to estimate effort expended on a task.

On every card you will see at least two **tags** on it a **role** and a **sub-task** ie. **Artist** and **3D**.






There will also be at least **one person** assigned to **each card**.

Some cards may also have a **Todo** list on them and task should be ticked off as they are completed.

 **Trailer Concept (10)**  
in list [Sprint Backlog](#)

MEMBERS


 



LABELS

Designer

Artist

Trailer



 **Description** 



**For Who:** The Director and Producer

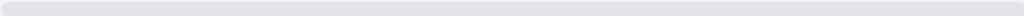
**What:** Create a Storyboard and Script for the Cinematic trailer

**Why:** So that the director and the producer have a clear story and shot by shot idea of the final Trailer

**Acceptance Criteria:**

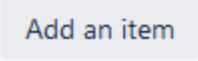
- Accurately portray the story and sequence of the trailer.
- Convey the message of the campaign.
- Stay in style with the style sheet.

 **Todo** 

0% 

☐ Script

☐ Storyboard



Each card will also have a user story in the following format:

**For Who:**

**What:**

**Why?**

**Acceptance Criteria:**

In the morning we will have a **Stand Up** as soon as the whole team arrives. At this point there should be nothing in the **In Progress** stage,

Once the **Stand-Up** is done everyone must drag their task in to **In Progress** to which there name will already be assigned. Items should only ever be in the **In Progress** stage when they are actively being worked on, so not during **Stand-Ups** or **Sprint Reviews**. (**In-Progress** should be left empty when leaving school).

When you complete your task drag it in to the testing tab, that's where the tester will take over, this can be anyone on the team that is free as there is **Acceptance Criteria**. You as the tester must put your name on the card and then test it to the **Acceptance Criteria**, if it meets them put it in **Done** if not put it back in the **Product Backlog**, inform the person who did the ticket and add a comment to explain what's wrong then remove your name from it.

If you have had your ticket sent back make the fixes/improvements and move it back to **Testing** and repeat till it meets the **Acceptance Criteria**.

At the end of the day when leaving school/finishing your work move your task from **In Progress** to **Sprint Backlog**, the **In Progress** should not have a task in it unless you are currently actively working on it.

***\*\*\*Trello is something that should be open at all times while working\*\*\****

## Tags Explained:

**Engineer:** Tasks Meant for the programmer.

**-Gameplay Programming:** Will be paired with engineering task, indicates task is gameplay programming.

**-Engine Programming:** Will be paired with engineering task, indicates task is Engine Programming.

**Tools Programming:** Will be paired with engineering task, indicates task is Tools programming.

**Designer:** Tasks meant for Designer.

**-Gameplay Design:** Will be paired with Design, indicates Gameplay Design.

**-Level Design:** Will be paired with Design, indicates Level Design.

**-Research:** Will be paired with Design, indicates Research Work.

**-UI:** Will be paired with Design, indicates UI design/Implementation.

**-Trailer:** Can be paired with Designer or Artist and indicates it's for work on the ` trailer.

**Artist:** Tasks Meant for Artist.

**-2D:** Will be paired with the artist tag and indicates that it is 2D art.

**-3D:** Will be paired with the artist tag and indicates that it is 3D art.

**-Procedural Art:** Will be paired with the artist tag and indicates that it is Procedural Art.

**-Technical Art:** Will be paired with the artist tag and indicates that it is Technical Art.

**-Trailer:** Can be paired with Designer or Artist and indicates it's for work on the ` trailer.