-Trello

-Scrum

-Weekly Standups

-Operational manual—turning google docs into a cohesive, easy-to-use and understand file system

-Read contracts

-Listening to, conducting, and Transcribing interviews to pull out common issues or points of contention, points of agreement from different people and departments

-finding the correct frameworks and templates, etc., for sprints

-Even some recruiting and talent acquisition work

Requirements gathering

Help to create Specifications documents for each screen

Status meetings with different departments for varying levels of permissions and confidentiality needs

Status reports

Development within the platform, hiding and modifying certain items as necessary

Ui/ux testing on each others’ work

Deployment and implementation—overnight with the india team, where we hired ui/ux testers to hit the site heavily and find bugs

User manual

Maintaining sanity, handholding for both developers and clients