**Project Management tool**

**Group – W.I.P.**

**Week 7 Checkpoint**

<https://trello.com/invite/b/6DUcjpbm/ATTI9e66c1c68ece65eb1aa83f776106534cEADA33A2/cab302-wip>

The team decided to use Trello as the project management tool. The format for how to board has been implemented and will be utilized is displayed below.

A screenshot of a computer

Description automatically generated

The board page has been set up to have 5 columns (To do, Weeks Backlog, Testing, Doing, Done) which indicate stages of each tasks completion progress from left to right. ‘To do’ is for tasks which have not been initialized. ‘Weeks Backlog’ is tasks which have been highlighted for completion for the current sprint period. ‘Testing’ stage is to create a testing framework for the code in regard to Test driven development. ‘Doing’ is for tasks which are currently being worked on/ code creation. Finally, ‘Done’ is for tasks which have been identified to be fully implemented with no further work.

Tags have also been created to identify certain properties of each task. The first three is ‘Must have’, ‘Should have’ and ‘Could have’ which correlates to prioritisation given to tasks in the user stories. ‘Currently behind’ tag is also implemented for tasks which need urgent attention.

All members have permission to edit and assign tasks to allow for seamless project management.