# Introducing Trello

To help facilitate working as a group for this Data Sprint, you may consider using a tool called **Trello**. This is completely optional, but a good way to track who's doing what, and how your sprint is coming together. It is a tool often used in a Scrum/Kanban setting.

If you haven't used it before, you can think of Trello as **digital sticky notes**. Technically speaking, it is a digital kanban board.

These sticky notes (called "cards") are arranged in columns (called "lists"). In a Scrum setting there are usually separate lists for "upcoming/backlog", "in progress", "done" etc.

This format allows a high level overview of what work is currently being undertaken, what has already been done, and what is still in the backlog. Cards can easily be dragged and dropped between lists, just like moving sticky notes. When a task is done, you would simply move it to the "done" column!
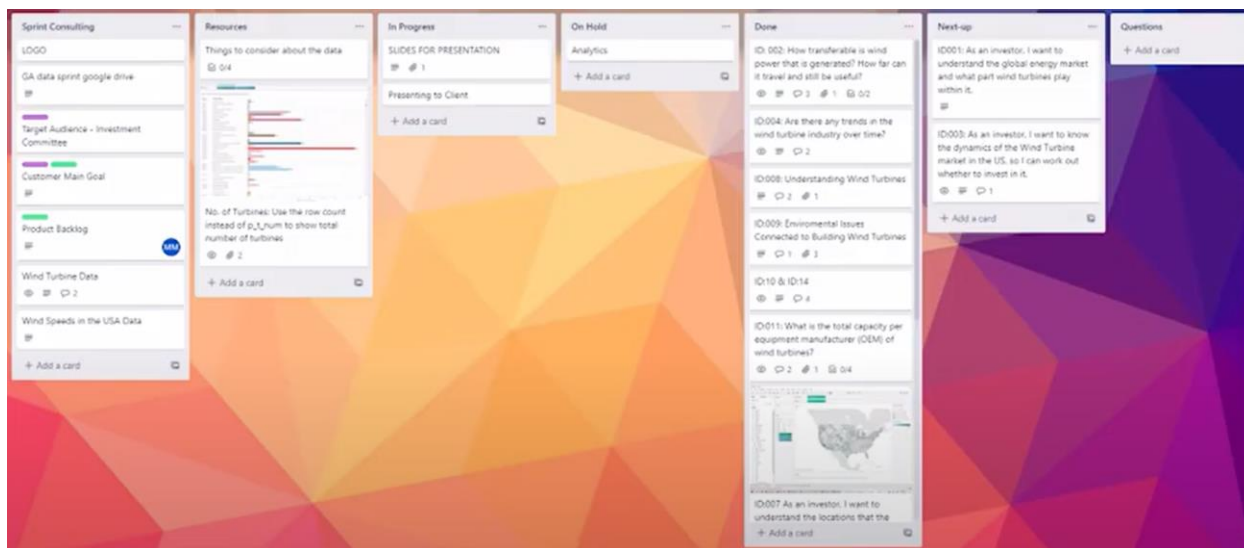
Trello Terminology

Card - a card is a single item. When you view the entire board, you can only see the title of the card, but it can contain a lot more detail, such as a detailed task description, checklists, comments, and even a due date.

List - a list is a column of cards, logically grouped together. In a sprint, lists usually refer to different task queues (to do, done, pending, etc.).

Board - the board is the entire surface, the collection of lists (see above screenshot). One board usually relates to a single project.

Templates

Templates are a great way to get started with Trello. Rather than spending time thinking about what your lists should be, start with an existing template! Two suggested templates for the Data Sprint are:

- [Scrum board](#) - explicitly works for the sprint format. Start with a backlog of all items, prioritize them into sprints, and you're ready to go!
- [Kanban dev board](#) - originally aimed at software development, but most of the lists will work for the Data Sprint format. Start with a backlog of all possible work items, prioritize and agree them into a "committed backlog" and start work!