

Salty Padel – Trello Instructions

Purpose

Trello keeps our Agile sprints transparent.

Every task moves through this flow:

To Do → Doing → Done

and has **colour label** so anyone (including tutors) can see the type of work immediately.

1. Board Layout

Column	Meaning
Backlog	Future ideas and long-term goals
Sprint 0 (To Do)	Setup and preparation tasks
Sprint 1 (To Do)	Current sprint tasks
Doing	Tasks in progress
Done	Completed tasks
Notes / Resources	(if needed)Links, Canva assets, meeting links, etc.

2. Label Colours and Meanings

Colour	Label
Development	Coding, GitHub commits, or technical setup
Testing / Review	Checking functionality, user testing, feedback
Documentation	Meeting minutes, GitHub uploads, reports
Urgent / Blocked	Tasks waiting for client info or fixes
Client / Communication	Emails, meetings, feedback from Phill
Sprint 0	Setup sprint tasks (team roles, tools)
Sprint 1	First real sprint: backlog & sketches
Sprint 2	Design & prototype stage
Sprint 3	High-fidelity prototype & Interim preparation
Sprint 5 / Future	Placeholder for final stages
Sprint 4	Later-term polishing / testing
Tools	GitHub, Trello, Canva, or environment setup
Design / UI	Wireframes, colour palette, fonts, page layout

(keep these exact names so labels stay consistent for everyone)

3. Adding a Task

1. Under the right list, click “**Add a card.**”
 2. Title = short, clear task name.
 3. Open the card → fill in:
 - **Description:** short explanation, who’s responsible, deadline.
 - **Members:** assign yourself or teammates.
 - **Label:** choose correct colour.
 - **Due Date:** optional, for deadlines.
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4. Workflow

1. When you start a task → move card to **Doing**.
 2. When finished → move to **Done** and leave a short comment (e.g. “Uploaded to GitHub”).
 3. If something is blocked → add the **red Urgent/Blocked** label and explain why.
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5. Sprint Routine

Step	What to Do
Start of Sprint	Product Owner & Scrum Master create tasks in To Do list.
During Sprint	Team updates progress daily; move cards between lists.
End of Sprint	Move all done cards, take a screenshot of board, upload to GitHub → <i>Trello Snapshots</i> folder.
	Commit message example: Added Sprint 1 Trello snapshot - planning complete.

6. Roles

Member	Main Responsibilities
Willow S.	Product Owner – client contact, priorities, vision
Masha M.	Scrum Master – organise sprints, check Trello updates
Carla G.	Developer / QA – implement features, maintain GitHub
Beulah O.	Designer / Support – visuals, morale, team help

7. Tips

- One card = one task.
- Keep descriptions clear and updated.
- Don't delete; archive finished sprints after screenshots.
- Use labels for visibility; tutors can see colour-coded progress.

Goal: make our board look *alive* — clear tasks, colours, movement, and weekly screenshots proving teamwork and organisation.