2022

TRELLO BOARD PROGRESS

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Members:

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2022-CS-147

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Trello Board Progress Document

Introduction

The **AI Career Path Navigator** is an intelligent web-based platform designed to guide students in making informed career decisions. By leveraging Artificial Intelligence (AI), the system offers personalized career recommendations, skill gap analysis, learning resources, and job or internship opportunities. It aims to bridge the gap between academic learning and industry demands, ensuring students are well-prepared for their future careers.

Key Objectives:

- **Personalized Career Guidance:** AI-driven recommendations tailored to students' interests and market trends.
- **Skill Development:** Learning resources, certifications, and resume-building tools to improve employability.
- **Job and Internship Matching:** Connect students with suitable job opportunities and internships.
- **Counselor Assistance:** One-on-one career counseling sessions for personalized guidance.
- **Admin Oversight:** Efficient management of students and counselors through an intuitive dashboard

Business Values

- **Personalized Career Guidance:** AI-driven insights tailored to students' academic backgrounds and skill sets.

- **Skill Enhancement:** Provides targeted learning resources and certifications to bridge skill gaps.

- **Efficient Job Matching:** Connects students with internships and jobs aligned with their career goals.

- **Counselor Support:** Facilitates one-on-one sessions with career counselors for expert guidance.

- **Administrative Efficiency:** Intuitive dashboards for managing student profiles and counselor interactions.

- **Market Competitiveness:** Helps educational institutions improve graduate employability by offering relevant career insights.

Software Project Management

Software Project Management is the process of planning, executing, and overseeing software development projects to achieve specific goals within given constraints. It involves the application of project management practices, methodologies, and tools to ensure successful project delivery.

Functionalities of Project Management Tools

- **Task Management:** Break down projects into manageable tasks and assign them to team members.

- **Collaboration and Communication:** Share updates, leave comments, and attach documents to maintain transparency.

- **Visual Workflow Representation:** Use boards, Gantt charts, and timelines to track progress visually.

- **Integration Capabilities:** Connect with other tools such as calendars, email, and cloud storage for streamlined operations.

Trello – Our choice

We are utilizing **Trello** as the primary project management tool to organize tasks, track progress, and ensure effective collaboration among team members. Trello's intuitive board-based interface and flexibility make it the ideal choice for managing our project workflows. By using Trello, we can visually map out each phase of the project, track task completion, and streamline communication within the team.

Why We Are Using Trello

- **Visual Workflow Management:** Trello's board and card system offers a clear, organized view of tasks.

- **Team Collaboration:** Allows multiple users to interact with tasks, leave comments, and update progress in real time.

- **Customization:** Integrates with various tools through **Power-Ups** to extend functionality.

- **Task Tracking:** Efficiently monitors progress through lists and cards, ensuring tasks move seamlessly from one stage to another.

- **Notifications and Updates:** Keeps team members informed of changes and updates instantly.

- **Flexibility:** Suitable for agile project management with the ability to create sprints and track progress.

Understanding Trello: Features and Functionalities

1. **Lists**

   Lists in Trello are columns that categorize and organize tasks within a project. They represent different stages of a workflow or project phases.

   - **How Lists Work:** Lists contain **Cards** that represent individual tasks or items. They can be moved between lists to indicate progress.

   - **Our Project Lists:**

     o **How It works:** Contain knowledge of how Trello board works

     o **Backlog:** Contains tasks that are not yet prioritized or planned.

     o **To Do:** Tasks that are planned and need to be started.

     o **In Progress:** Ongoing tasks that are actively being worked on.

     o **Blocked:** Contain tasks that have been blocked due to any reason.

     o **Bugs & Issues:** Identifies and tracks bugs or technical problems.

     o **Deployment:** Tasks related to deploying completed features or updates.

     o **Done:** Completed tasks that are finalized and verified.

     o **Feedback:** Holds suggestions or improvements gathered from team reviews.

- o **Retrospective Notes:** Summarizes reflections and lessons learned after completing sprints.
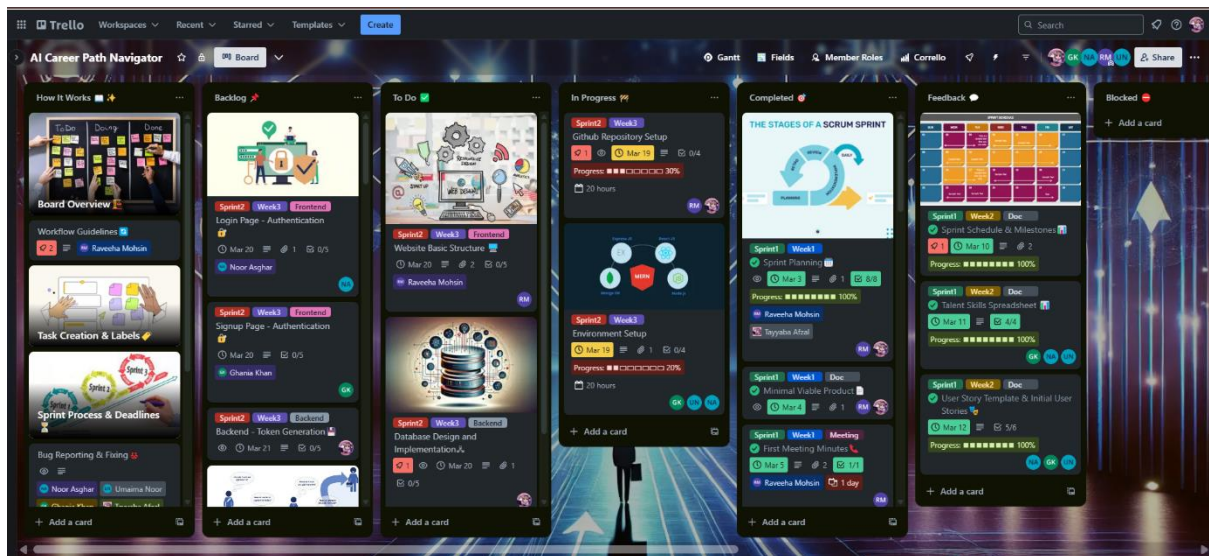
Fig. 1 shows the lists of our Trello board.

2. Cards

Cards represent individual tasks or items within a list. They hold the details of the task, including descriptions, attachments, comments, and due dates.

- **How Cards Work:** Cards can be moved across lists to signify progress. They can also be assigned to team members and labeled for categorization.

- **History of Cards:** Trello tracks changes made to cards, allowing users to view who made updates and when.

- **In Our Project:**

  - o Each list contains multiple cards representing tasks or issues.

  - o Cards are detailed with descriptions, checklists, due dates, and attachments.

o   They are updated frequently as the task status changes.
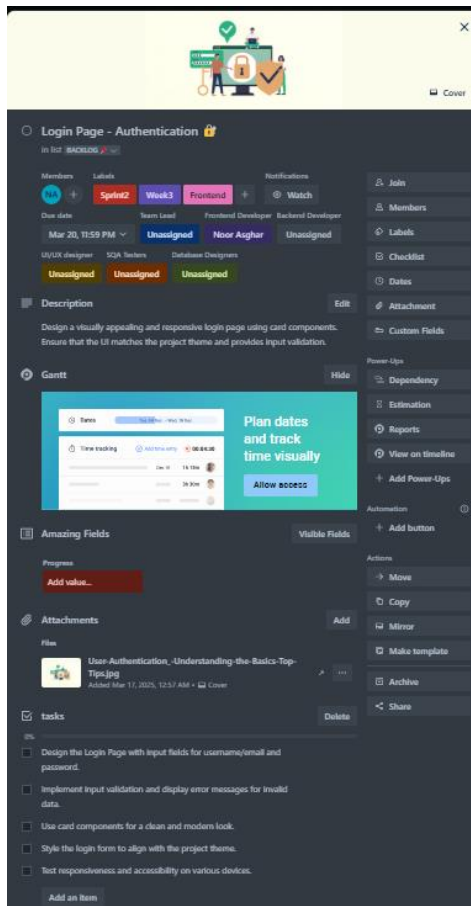
Fig. 2 shows basic card.

Fig. 3 shows the history of card.

3.   Sprints

In our project, each **Sprint** lasts for **two weeks**, containing multiple cards and tasks.

- **Purpose of Sprints:** Break down the project into manageable segments, focusing on specific goals for each sprint.

- **Sprint Workflow:**

  o   Start a sprint by moving tasks from **Backlog** to **To Do**.

- Track progress in **In Progress** and monitor bugs in **Bugs & Issues**.
- Move completed tasks to **Done** at the end of the sprint.

4. **Labels**

   Labels are used to categorize cards based on their nature or priority. They add color-coded tags to enhance visual organization.

- **Our Project Labels:**
  - **Sprint 1, Sprint 2:** Represents tasks assigned to respective sprints.
  - **Frontend, Backend:** Categorizes tasks based on development areas.
  - **Doc:** Indicates documentation-related tasks.
  - **Meetings:** Marks cards related to team discussions and planning.
  - **Weeks:** Tracks tasks based on the week of execution.

Fig. 4 shows the colorful labels (Sprin2,Week3,Frontend) of card.

5. **Custom Fields**

   Custom fields are used to add additional data to Trello cards.

- **Our Custom Fields:**

    - **Progress Bar:** Shows the current progress of the task in a sliding bar format.

    - **Time Spent:** Records the time dedicated to each task, allowing efficient time tracking.

- **Benefits:** Enhances card details and helps in tracking task completion efficiently.
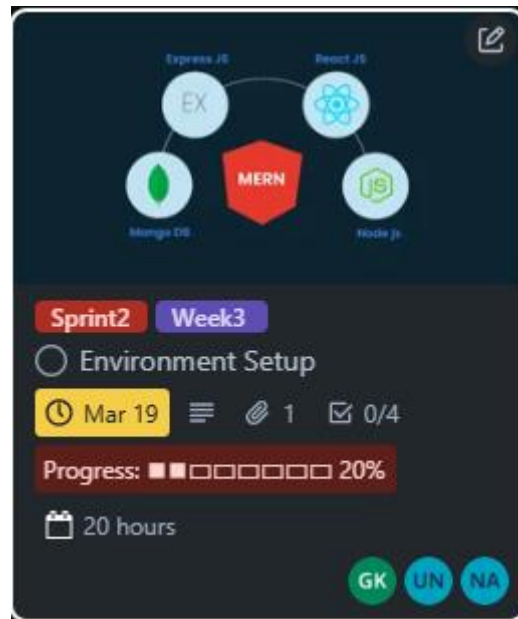
Fig. 5 shows the custom Fields (Progress, Card play time) of card.

6. Notifications

Trello sends notifications to users whenever changes occur, such as card updates or mentions.

- **Notification System:**

    - Appears at the top-right corner under the bell icon.

    - Also visible on the card itself when a team member is mentioned.

    - Ensures that every member stays updated with the latest changes.

- **In Our Project:** Notifications keep the entire team informed about progress, updates, or new comments on tasks.
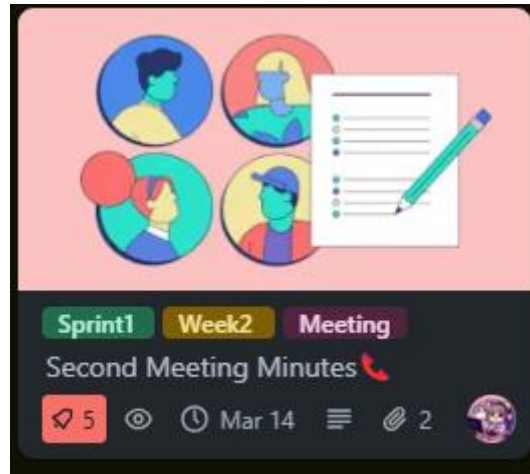
Fig. 6 shows the notification of specific card.
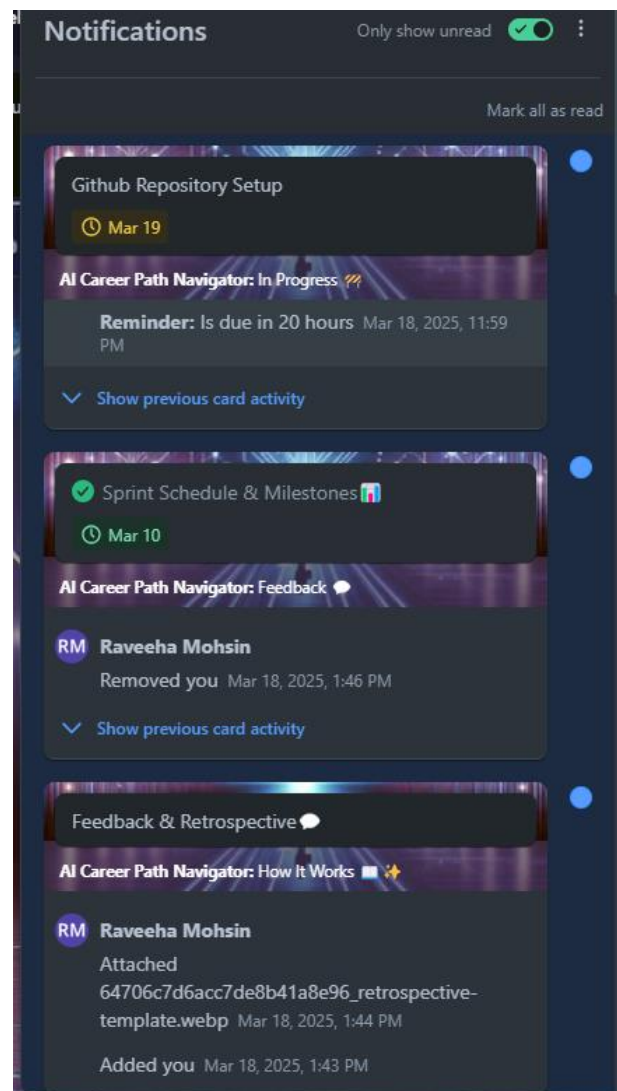
Fig. 7 shows the notification of specific person.

7. Power-Ups

Power-Ups are additional features and integrations that extend Trello's functionality.

- **What Are Power-Ups:** Plugins that enhance Trello's capabilities by adding new features or integrating with other tools.

- **Our Project Power-Ups:**

  o **Gantt:** Visualizes project timelines and dependencies in a Gantt chart format.
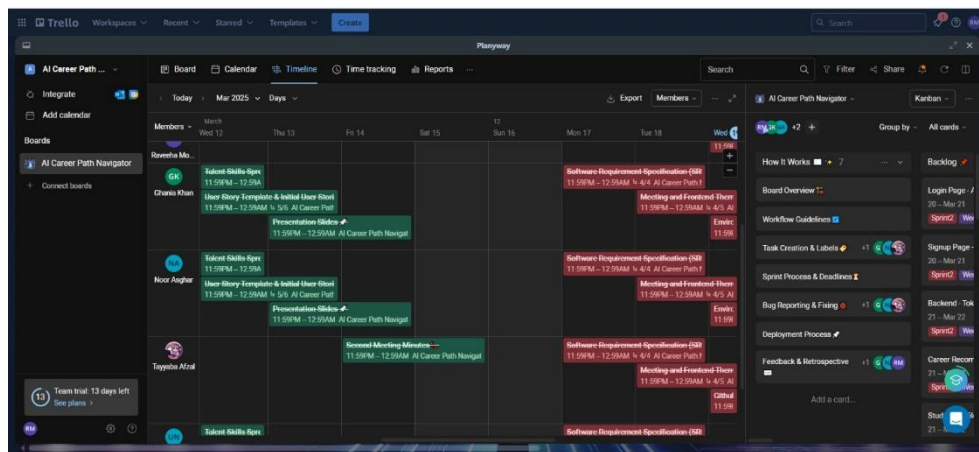
Fig. 8 shows the timeline.
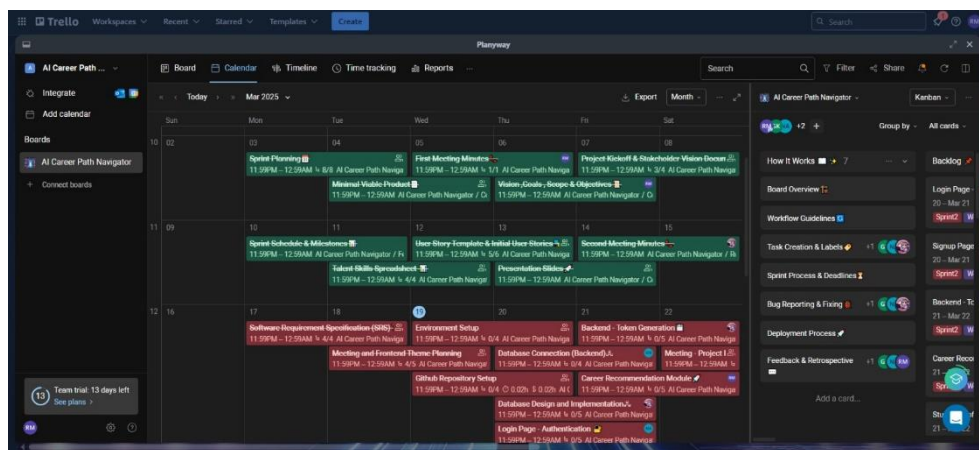
Fig. 8 shows calendar.

  o **Custom Fields:** Allows us to add fields like progress bars and time tracking on cards.

Fig. 9 shows the cards, lists, labels and members in table like view.

- o **Member Roles:** Defines the role of each team member (admin, user, observer) for better role management.

Fig. 10 shows the custom defined member role.

Fig. 11 shows the member roles define for specific card.

○ **Corello:** Provides detailed analytics and reporting on project progress and team performance.
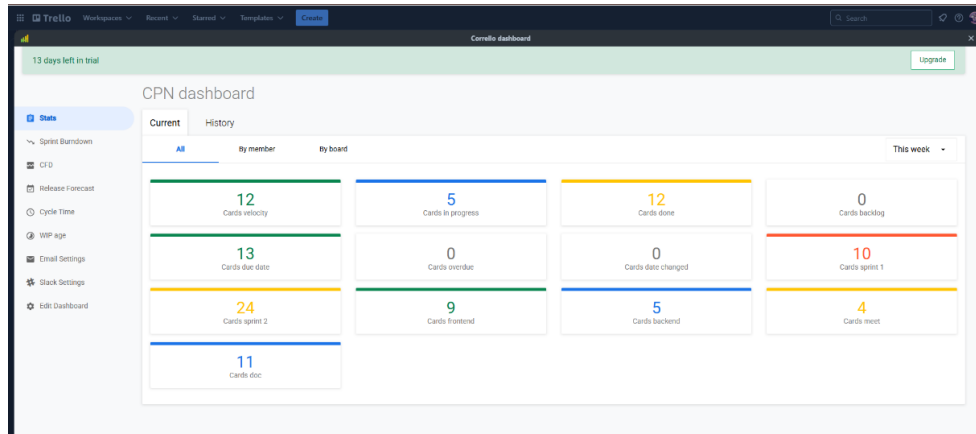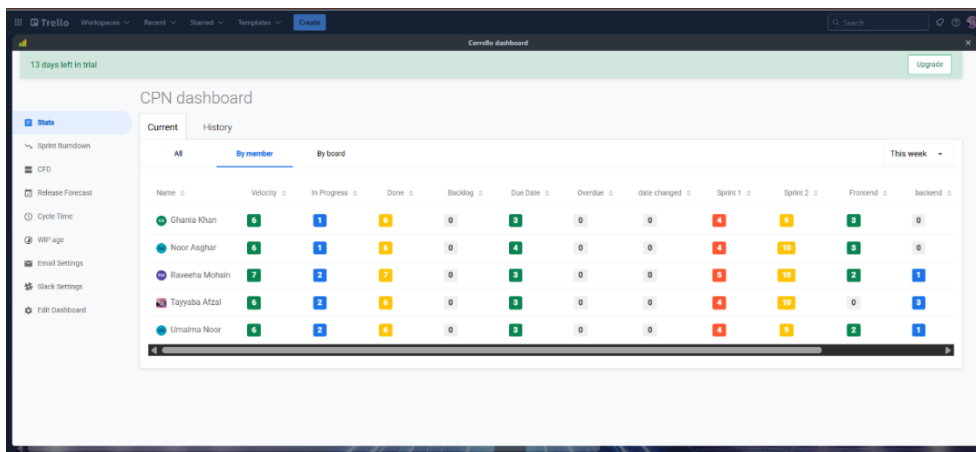

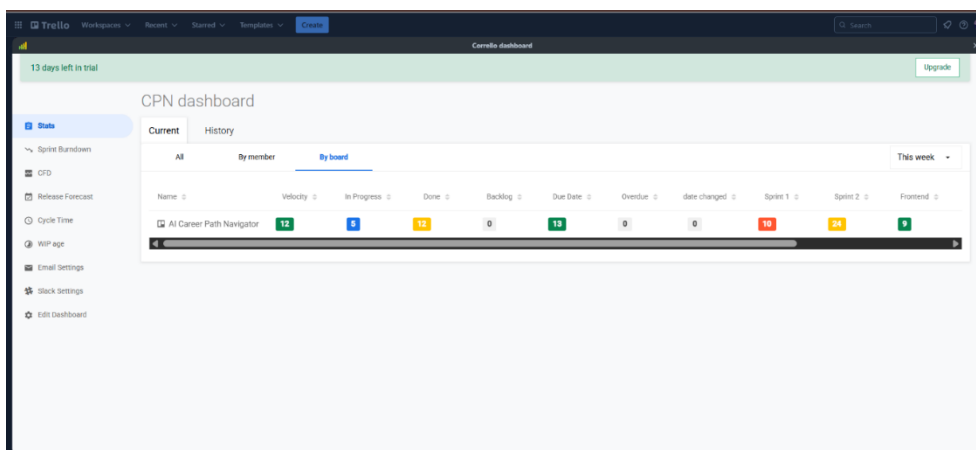**Fig. 12** shows the card stats.

Fig. 13 shows the stats by member.

Fig. 14 shows the stats by board.
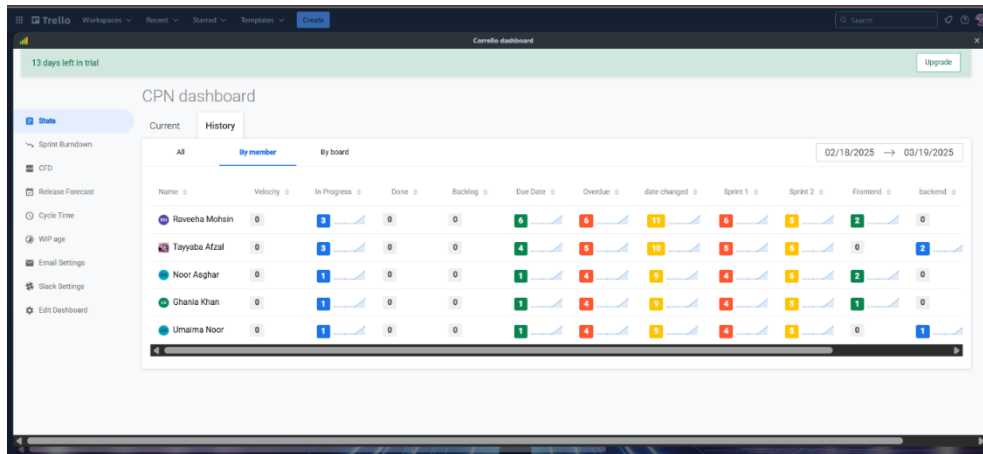
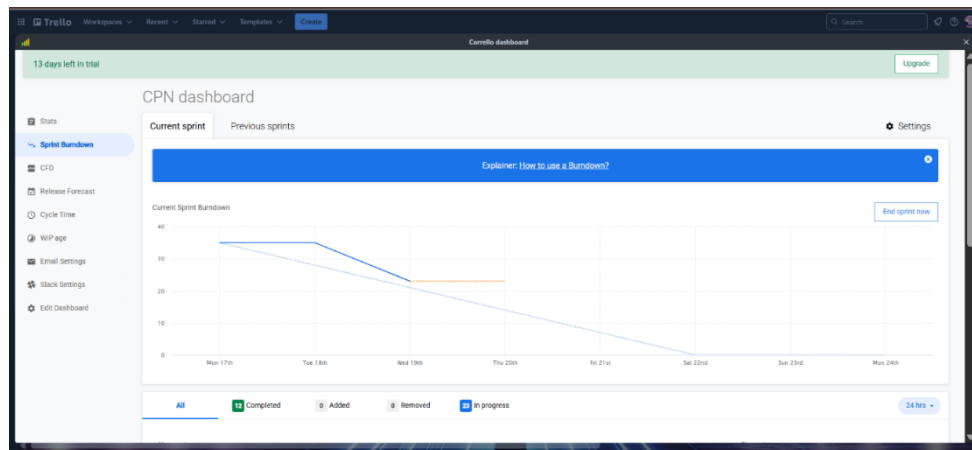**Fig. 15** shows the card stats history by member.
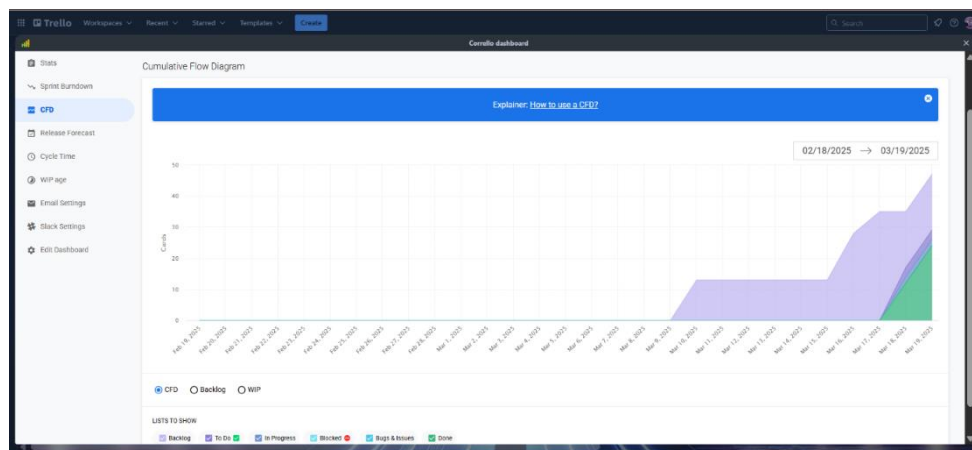

Fig. 16 shows the Sprint Burndown.

Fig. 17 shows the stats by board.

Trello Board Progress and Sprint Updates

Initial Setup and Backlog Organization

- All tasks are placed in the **Backlog** list, including the first card of **Sprint1**.

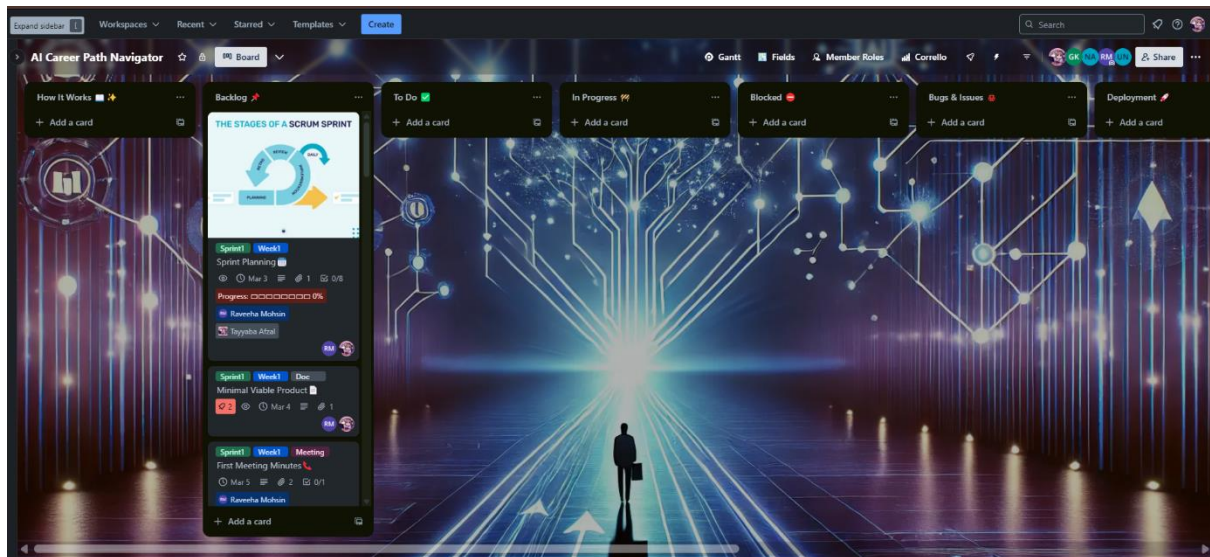- The first card has a **deadline of today**, marked as urgent.

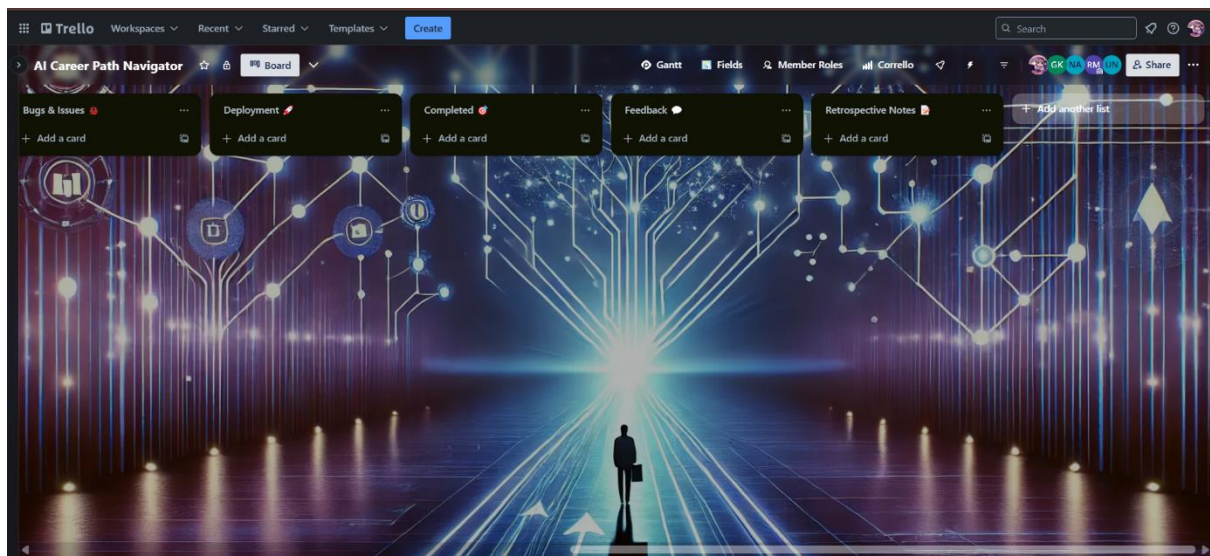**Fig. 18(a)** shows the board of 2 March.

Fig. 18(b) shows the board of 2 March.

Progress Update (5 March)

- The first card of **Sprint 1** has been moved to the **Completed** list.

  - **Progress:** Marked as **100%** complete.

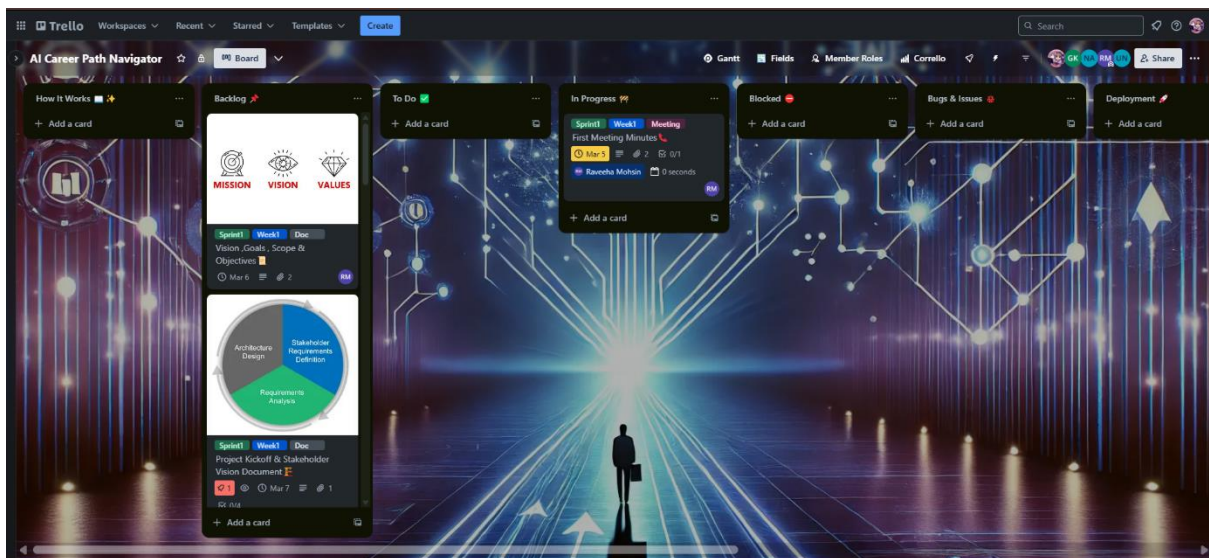 - **Deadline Status:** Label has turned **green** to indicate successful completion.
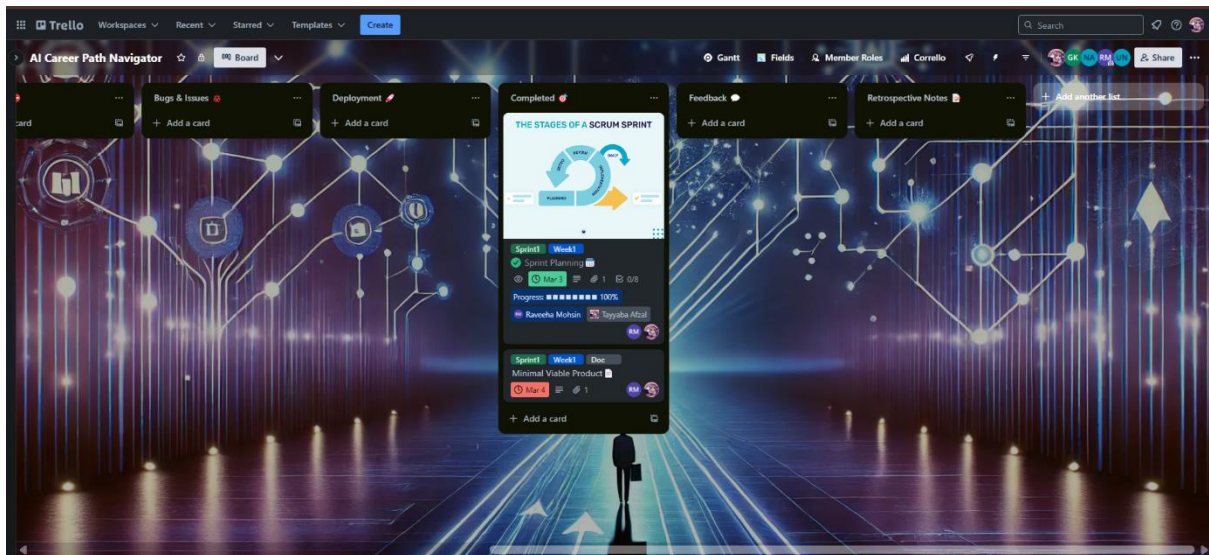

Fig. 19(a) shows the board of 5 March.

Fig. 19(b) shows the board of 5 March.

Progress Update (8 March)

- A new document labeled **Stakeholder Doc** is overdue and still in the **Backlog** list.

  o Reason: **Compilation delay** due to the team working over the weekend.

- Upcoming tasks for the next **2-3 days** are in the **To Do** list, and members have started working on them.
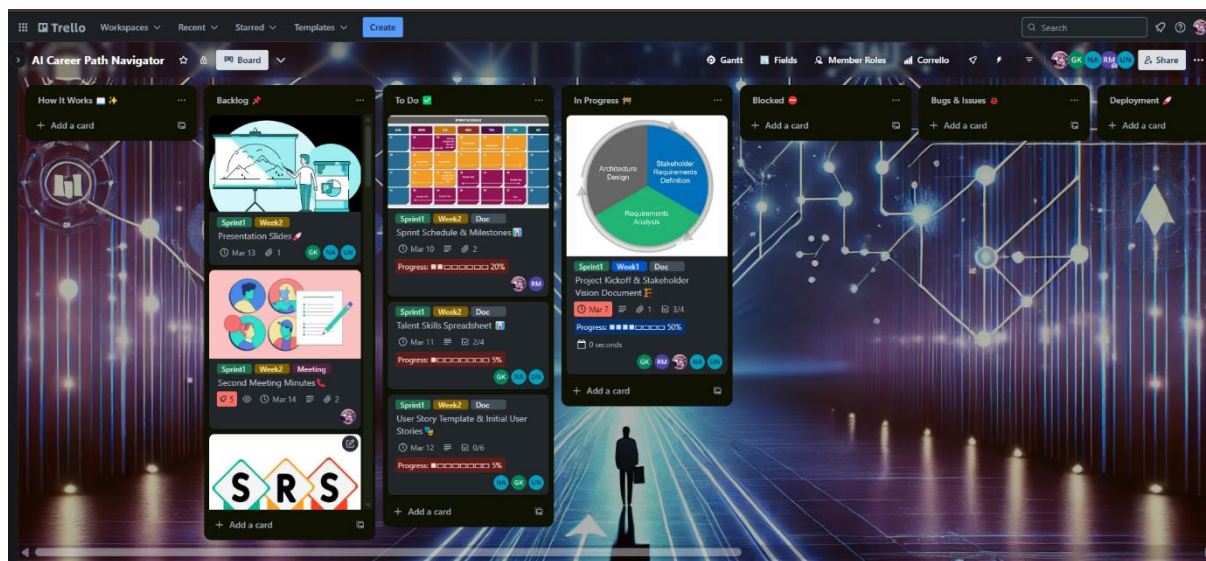

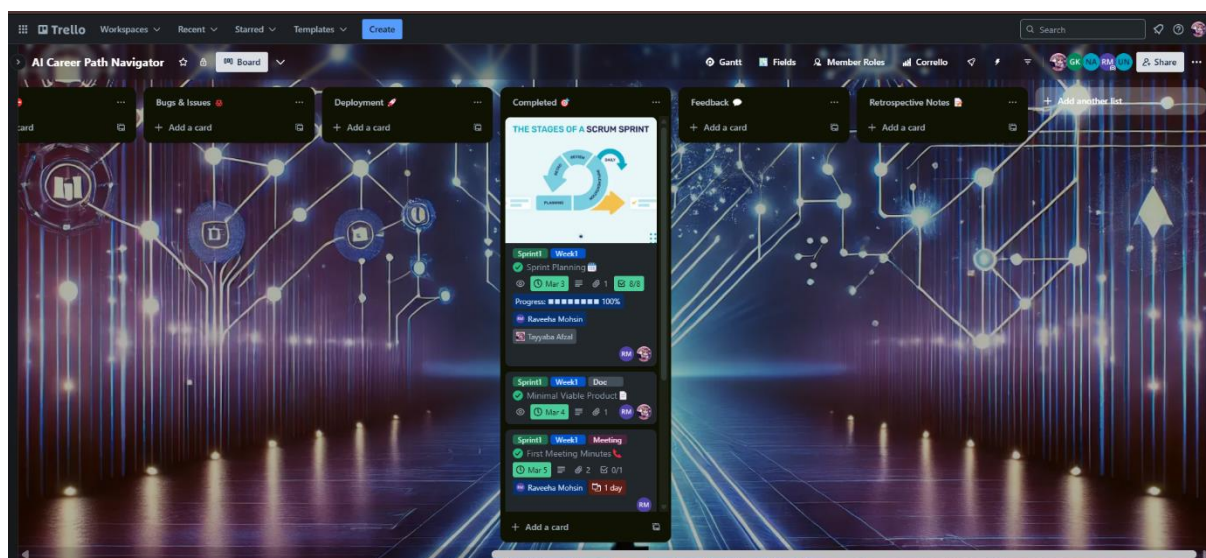**Fig. 20(a)** shows the board of 8 March.

Fig. 20(b) shows the board of 8 March.

Progress Update (12 March)

- The team is actively working on the **User Story**, which is currently in the **In Progress** list.

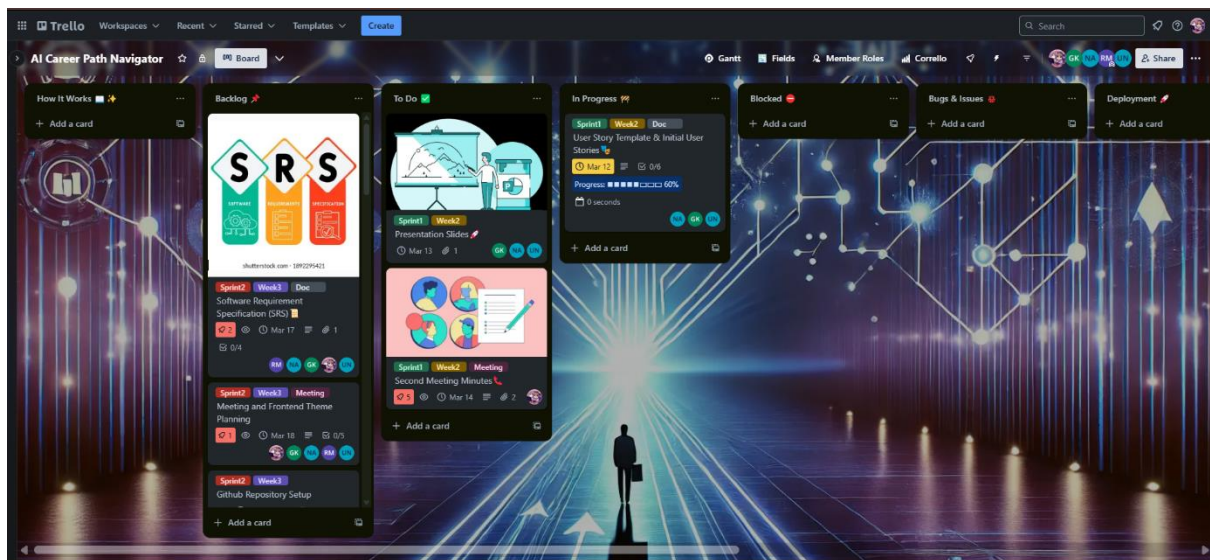- Upcoming tasks for the next **2-3 days** are in the **To Do** list, awaiting initiation.

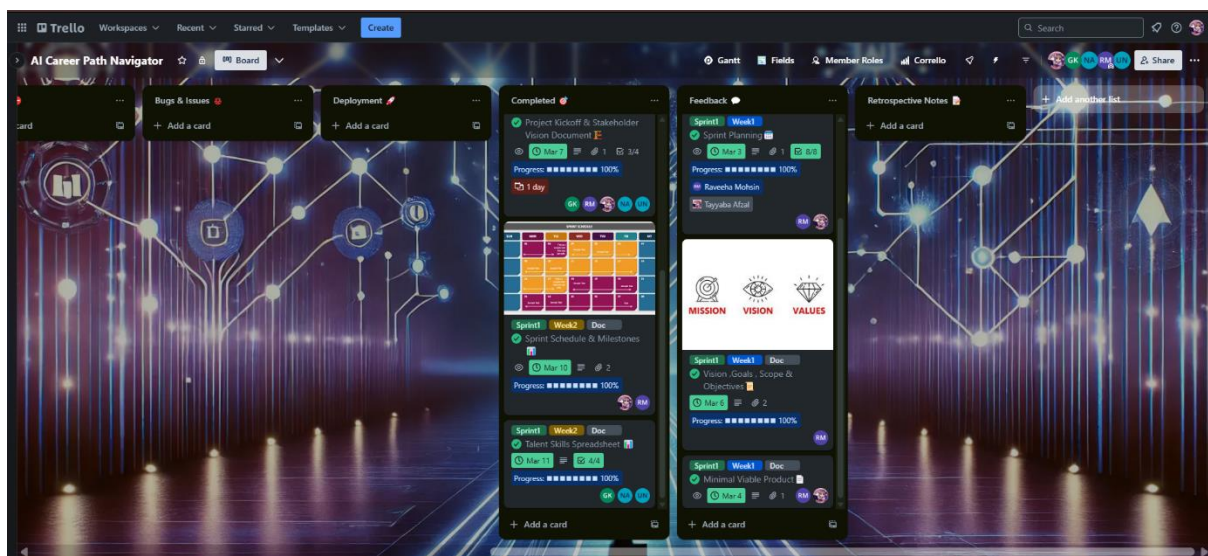**Fig. 21(a)** shows the board of 12 March.

Fig. 21(b) shows the board of 12 March.

Progress Update (15 March)

- Next **2-3 day tasks** are still in the **To Do** list, focusing on deciding the **frontend theme** for the project.

- **SRS Document** is in the **In Progress** list, and members have started working on it.

- Documents that were previously in the **Feedback** list (**Stakeholder Doc** and **Vision Doc**) have been moved to the **Completed** list after receiving feedback.

- Three new documents are now in the **Feedback** list:

    o **User Story**

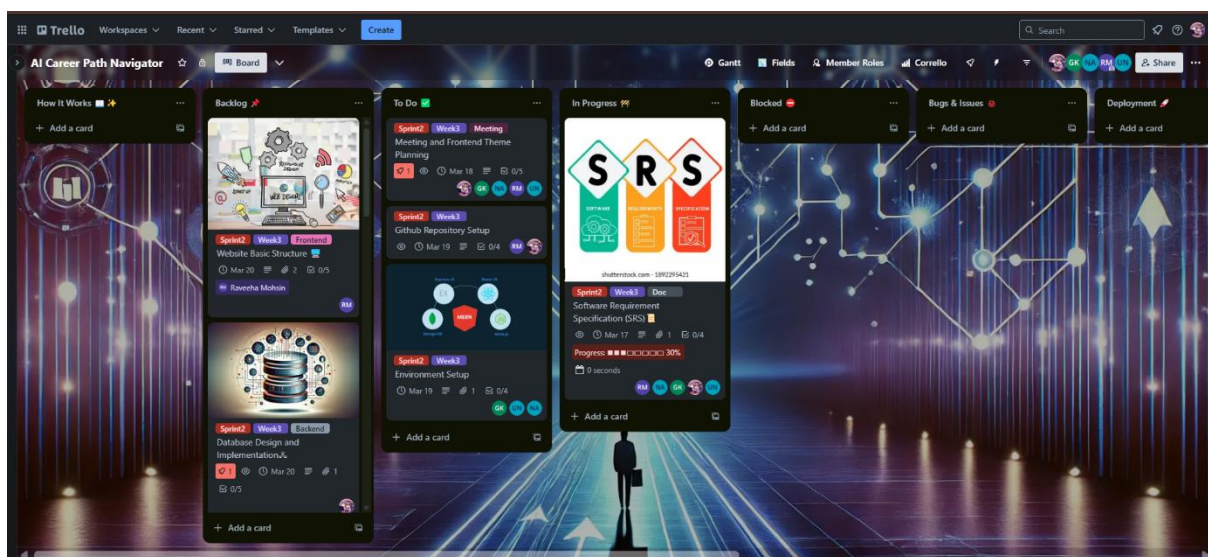   o **Sprint Schedule**

    o **Talent & Skill Doc**

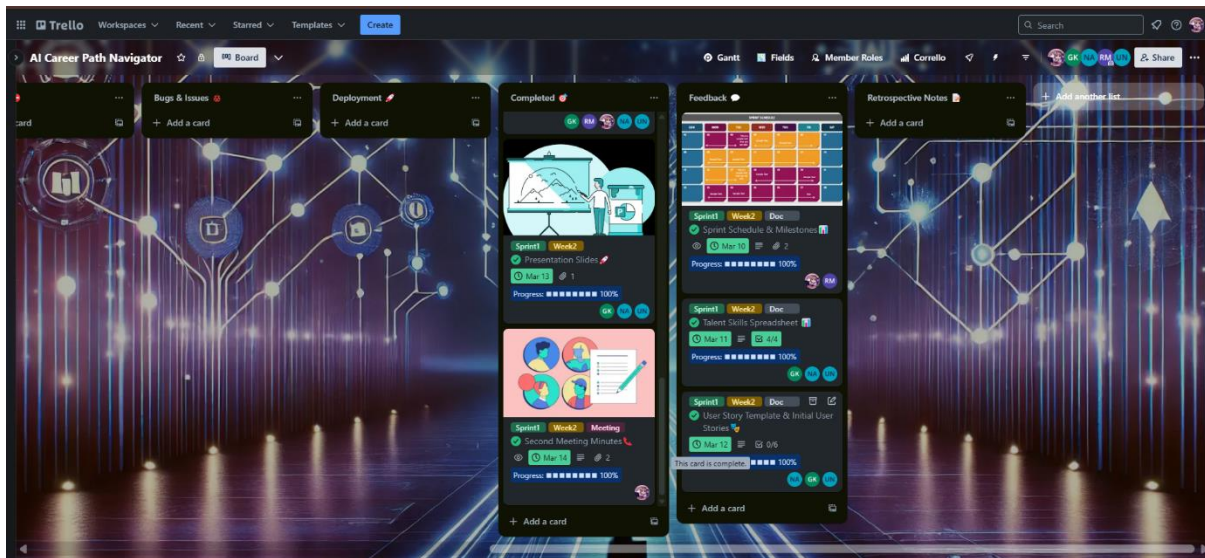**Fig. 22(a)** shows the board of 15 March.

Fig. 22(b) shows the board of 15 March.

Progress Update (19 March)

- Transitioned to **Sprint 2** as the project moves into **Week 3**.

- Tasks from Sprint 1 have been finalized, and the team has begun planning and executing tasks for the next sprint.
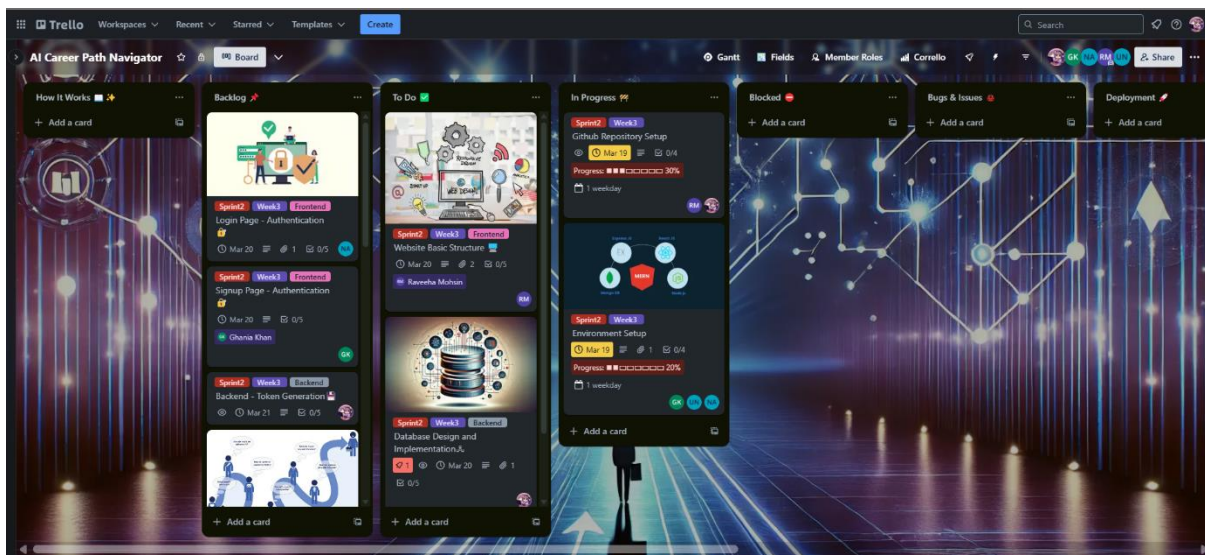

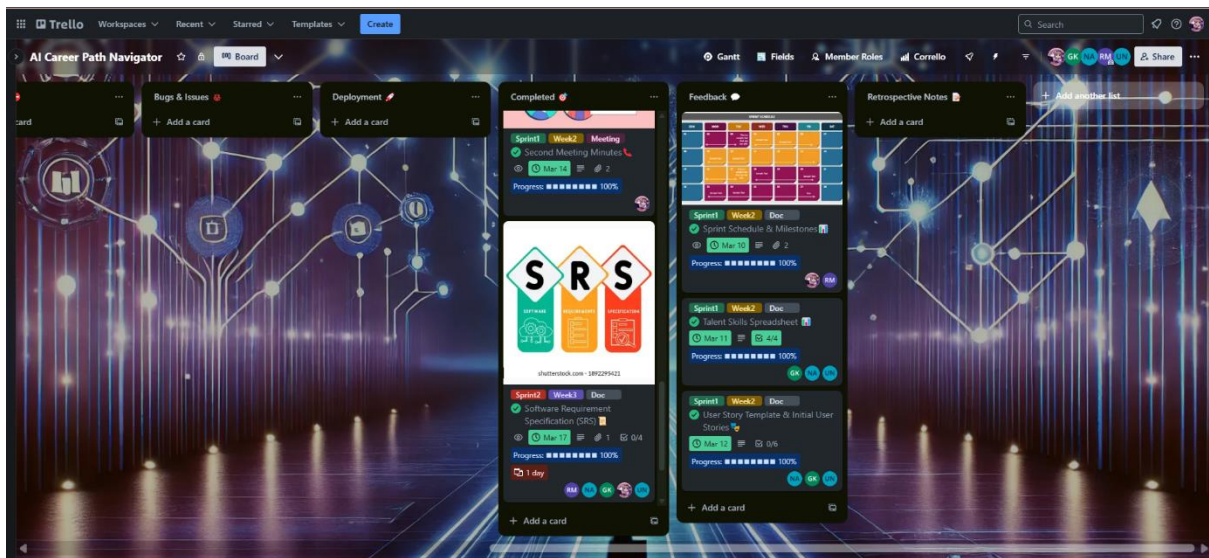**Fig. 22(a)** shows the board of 19 March.

Fig. 22(b) shows the board of 19 March.

Additional Remarks:

- The Trello board is continuously updated to reflect task progress, completion, and feedback integration.

- Regular sprints help in breaking down the project into manageable segments, ensuring systematic progress tracking.

- Any delays or task extensions are discussed and managed to maintain consistent workflow.