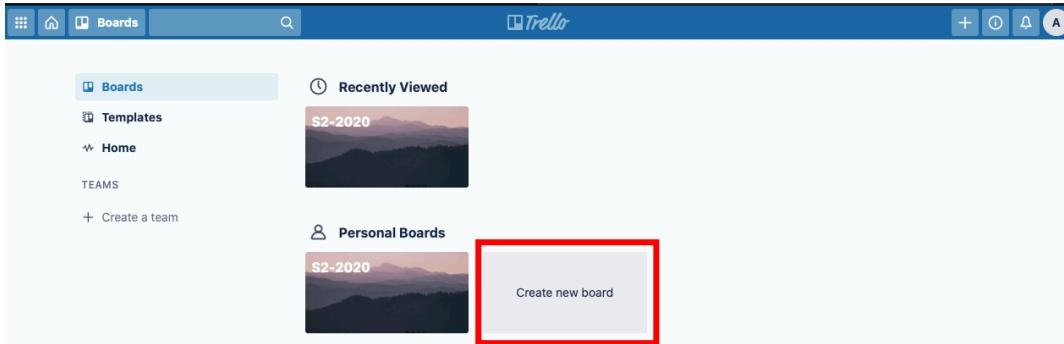
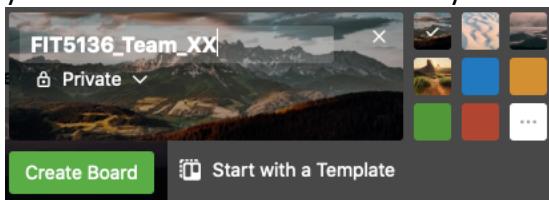


How to create Trello board for your team?

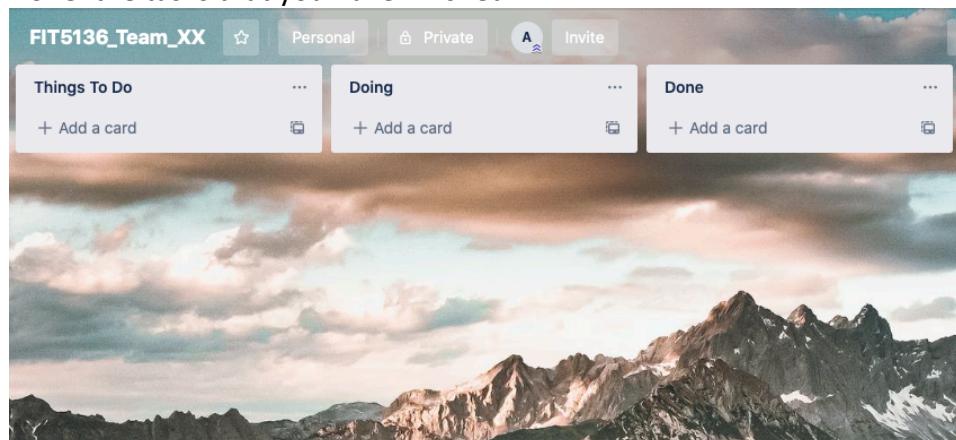
- All team members:** Go to <https://trello.com/>
- All team members:** Login using your Monash student account.
- Team Leader:** Once you logged in, go to the home page of your Trello and click on Create Board.



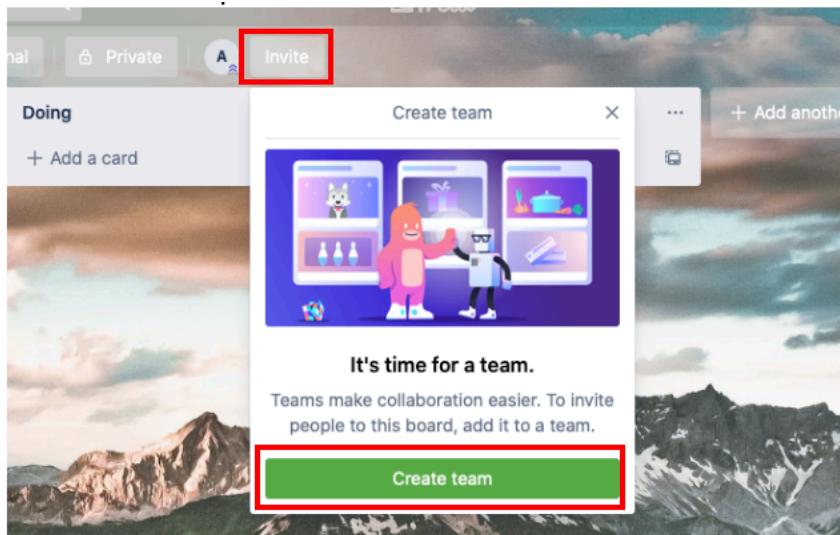
- Team Leader:** Next, enter the name of the board as FIT5136_Team_XX, where XX is your team number. Ensure you name the board as asked otherwise, it will be hard for your mentor to find the board for your team among other boards.



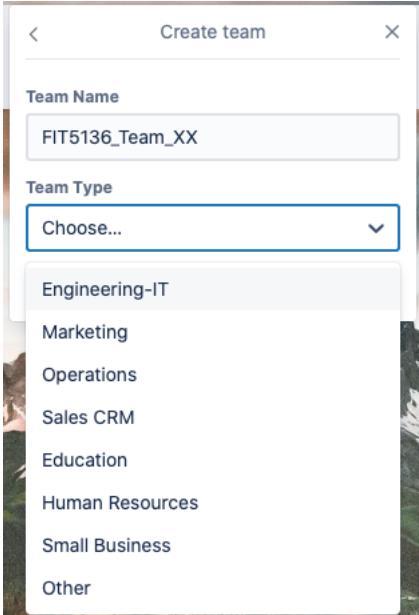
- Team Leader:** You can begin the board by creating same lists as you created for your personal board. The created lists should be:
 - Things To Do: to list the tasks that are you need to do.
 - Doing: the tasks that you are doing.
 - Done: the tasks that you have finished



- Team Leader:** To add team members **AND** your mentor to this board, click invite as shown below and then click Create team.



7. **Team Leader:** Name your team same as the board, FIT5136_Team_XX, where XX is your team number and choose Engineering-IT as the team type.



8. **Team Leader:** Enter the email of all your team members. Ensure you only your team members using their Monash student account, otherwise it will be hard for your mentor to identify who your team members are.
9. **All team members:** To create a card in a list, click on 'Add a card'.
10. **All team members:** Add a title to the card and click 'Add card'. The name of the card should indicate the task. You should add a label, checklist, due date, add

members, etc to the card. Look at the example below.

The screenshot shows a Trello card with the following details:

- Title:** Assignment 1: Requirements & Analysis I
- Labels:** Assignments
- Due Date:** Aug 30 at 11:50 PM
- Description:** Add a more detailed description...
- Checklist:** A checklist with the following items:
 - Read the assignment
 - draft task 1: user stories and acceptance criteria
 - draft task 2: design a prototype
 - add the prototype in the slides
- Add an item:** Input field for adding new checklist items.
- Action Buttons:** Add, X, Assign, Due Date, @, :)
- Activity:** Write a comment... (with a comment icon)
- Card Actions (Right sidebar):**
 - ADD TO CARD: Members, Labels, Checklist, Due Date, Attachment, Cover
 - POWER-UPS: Get Power-Ups
 - ACTIONS: Move, Copy, Make Template, Watch, Archive, Share

11. **All team members:** For each card (task) you can add
- Members: You can add other team members to this task (not required for this board).
 - Labels: Labels are coloured ribbons to categorise tasks.
 - Checklist: A list to ensure a task has followed certain steps or criteria for it to be marked finished.
 - Due Date: You can add a due date and time to a task.
 - Attachment: To add an attachment from your computer, google drive, etc
 - Cover: Add a cover to your task. Although, it makes your board attractive and a task easy to find visually, it might also consume unnecessary space.
 - Power-ups: You can also add power ups such as add Google Drive, Team Gantt, etc.
 - Move: You can move a card to a different board, list or position
 - Copy: Copy the task and select where to copy it to and what to keep
 - Make template: You can make a card template for rest of the cards.
 - Watch: Watch the card to get notifications when something changes (not required for this board)
 - Share: To print, export, link to this card, embed this card (in HTML) or email for this card.

