

Trello Documentation - My Learning

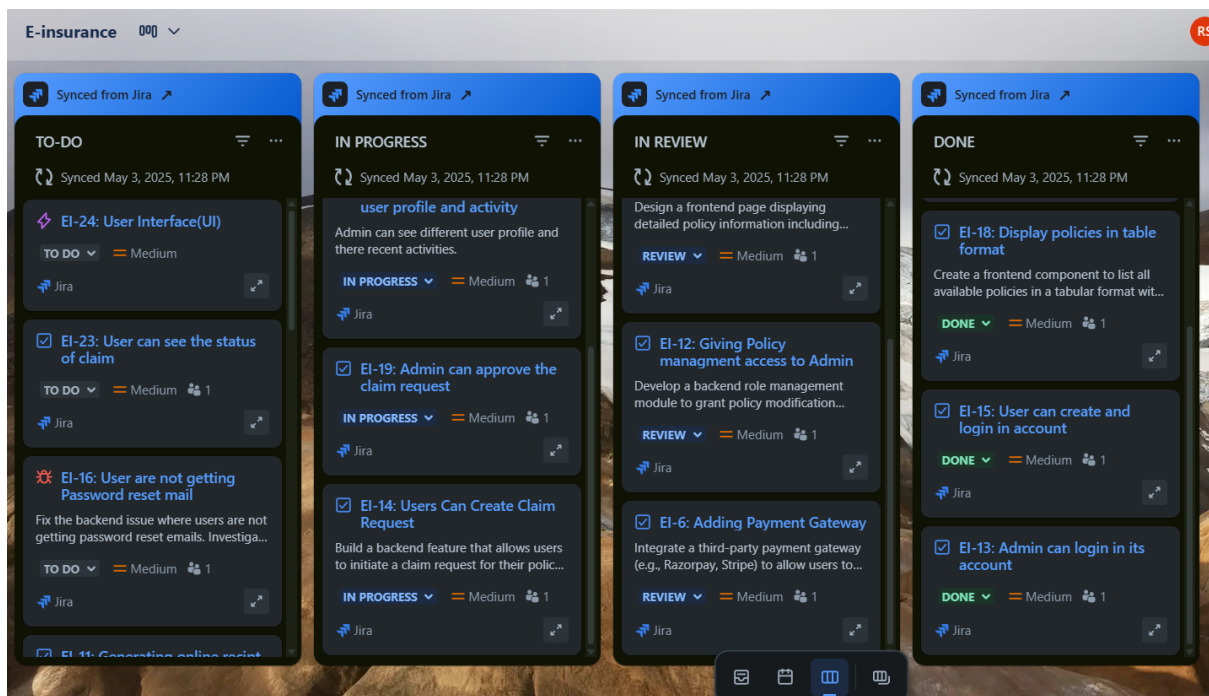
What is Trello?

Trello is a **web-based project management and collaboration tool** that helps individuals and teams organize tasks visually. It uses a **Kanban-style board system** to represent work in a clear, drag-and-drop interface. I used Trello to understand how to create workflows, collaborate in real-time, and manage tasks visually. I also integrated it with Jira to sync issues and manage cross-tool projects.

Core Concepts of Trello

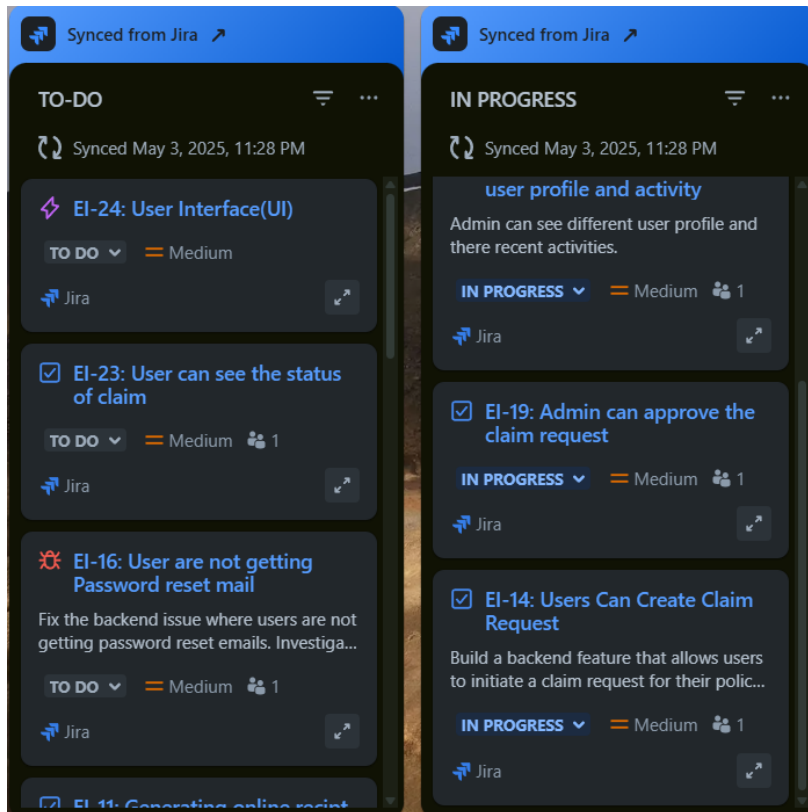
1. Boards

A board in Trello represents a complete project or workspace. It is the highest-level component where you can manage everything related to a task or goal. For example, you can have boards for a college project, a personal to-do list, or a team assignment. Each board contains lists and cards that help in organizing the workflow visually.



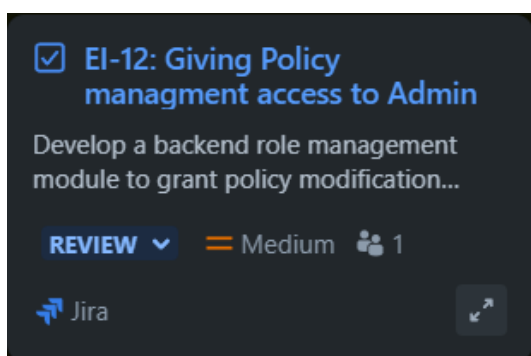
2. Lists

A **list** is a column within a board that represents a stage in your workflow. Common examples include "To Do", "In Progress", and "Done". You can create multiple lists to suit your project needs. Lists help in grouping tasks based on their status or category, making it easier to track progress.



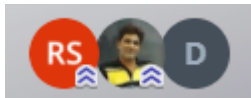
3. Card

A card is a single task or item within a list. Cards are where all the detailed information goes. You can give a card a title, add a description, set a due date, assign members, create checklists, add labels, attach files, and comment on progress. Cards can be moved from one list to another as the task progresses.



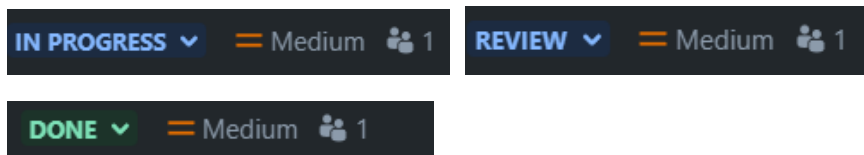
4. Members

Members are the people added to a board or assigned to a card. They can view the board, participate in discussions, and work on tasks. Assigning members to specific cards helps clarify who is responsible for what.



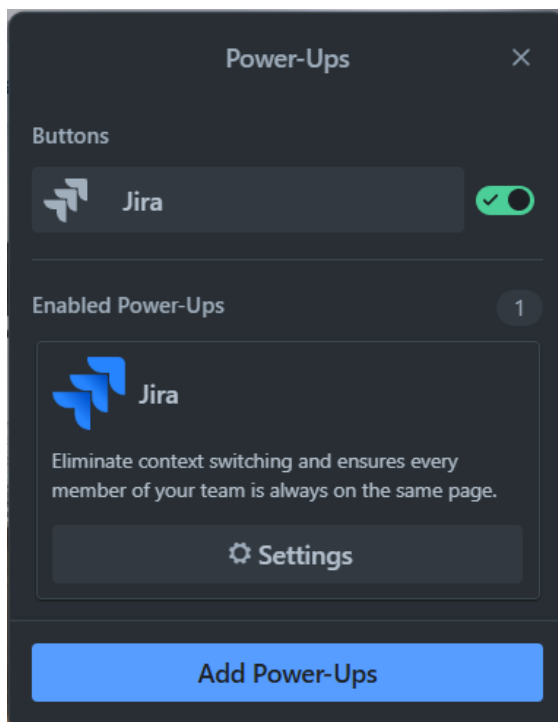
5. Labels

Labels are color-coded tags that help in identifying and organizing cards. You can use them to mark priority levels (e.g., High, Medium, Low) or categorize tasks (e.g., Bug, Feature, Design). Labels make it easy to filter and view similar types of cards.



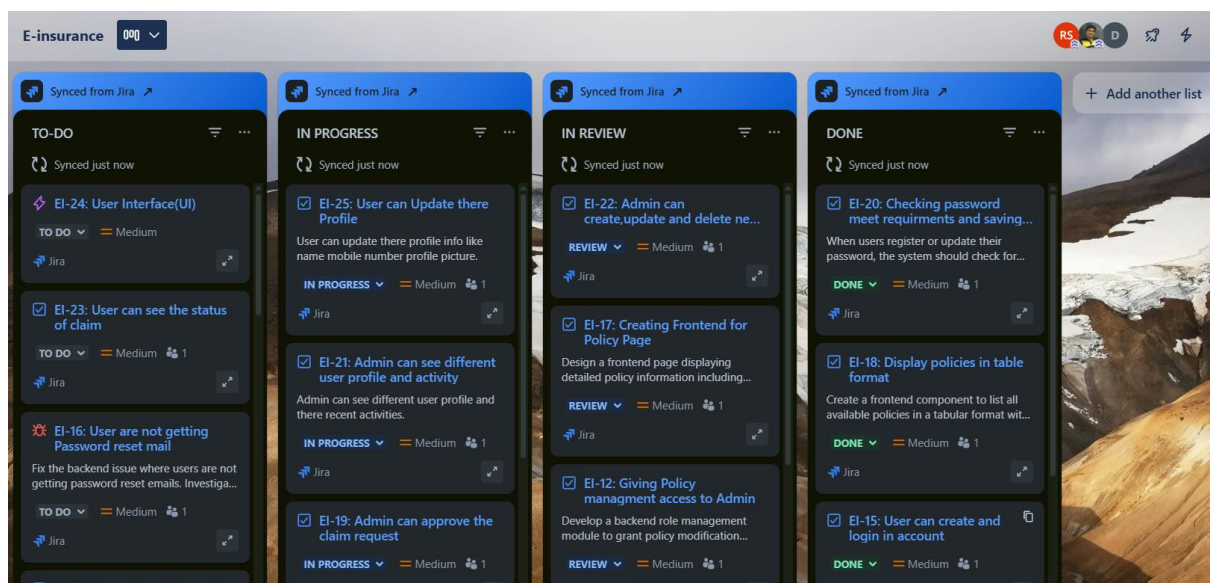
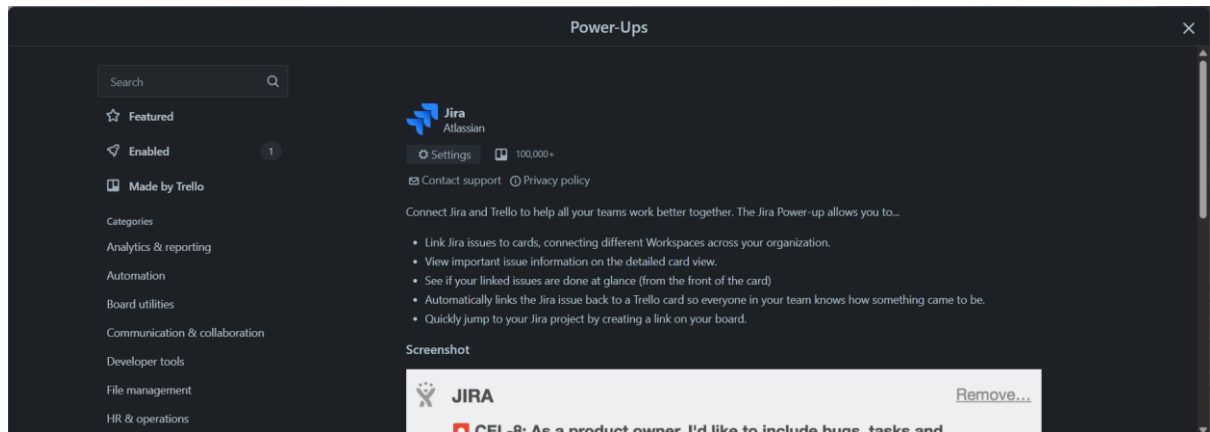
6. Power-Ups

Power-Ups are add-on features that extend Trello's functionality. They include calendar views, integrations with apps like Google Drive, Slack, **Jira** and more. Power-Ups allow you to customize your Trello board according to your workflow and tools.



7. Jira Integration

With The help of Jira Powe-Up we can sync Jira issues in Trello. We can do task like linking Jira issues directly into Trello cards. We can Create and view Jira Issue and check there status and priority in Trello.



Conclusion

In conclusion, Trello is a simple yet powerful tool for managing tasks, projects, and collaboration. Its clean interface, flexible structure, and key components like boards, lists, and cards make it easy to organize work visually. Whether used individually or as part of a team, Trello helps improve productivity, clarity, and communication. Learning Trello has given me a better understanding of how to plan, prioritize, and track work in a structured and efficient way—skills that are valuable not only in academics but also in professional environments.