

# How to Use Trello (for a 4-Member Team Project)

## Step 1: Create a Trello Board

1. Go to <https://trello.com>
  2. Sign up or log in
  3. Click "**Create new board**"
  4. Name it something like `Portfolio Manager Project`
  5. Set visibility to **Private** (or **Team** if using a workspace)
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## Step 2: Create 4 Basic Lists

Trello uses **lists** (columns) to represent stages of work. Start with these:

1. **To Do** – Tasks you plan to work on
  2. **In Progress** – Tasks someone is currently working on
  3. **Review** – Finished tasks that need checking
  4. **Done** – Fully completed and tested tasks
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## Step 3: Add Cards (Tasks)

In each list, create **cards** for individual tasks. For example:

### Backend Tasks

- Set up Node.js + Express project
- Create database schema for portfolio items
- Create API to add portfolio item
- Create API to view all portfolio items

### Frontend Tasks

- Design home page layout
- Show portfolio items in a table
- Add form to add new item
- Connect frontend to backend (via fetch or axios)

### Other Tasks

- Create GitHub repo
- Push code to GitHub

- Test backend with Postman
- Add documentation

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#### Step 4: Assign Team Members

- Click on a card → click “**Members**” → assign 1 or more students.
- Example:

Task	Assigned To
Set up backend server	Ramesh
Create DB + schema	Priya
Build frontend UI	Amit
Project coordination & testing	Neha

#### Step 5: Add Deadlines

- Click on a card → “**Due Date**” → set a deadline
- Helps the team stay on track during the training week.

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#### Step 6: Use Comments & Attachments

- On each card, team members can:
  - Add comments
  - Attach screenshots or code snippets
  - Ask questions
  - Add checklists (sub-tasks)

## 💡 Tips for Working Well as a Team

Tip	Benefit
Update Trello daily	Everyone knows the status
Assign only 1 task per person at a time	Avoids overload
Keep cards short and clear	Easier to follow
Review completed tasks together	Improve teamwork

## 📷 Sample Trello Layout

text

[To Do]	[In Progress]	[Review]	[Done]
Create DB	Create API (GET)	Review UI	Setup GitHub
Build UI	Add POST API	Test POST API	Completed DB