GitHub Project Board – Team Tutorial

Goal

Use the GitHub Project board to keep track of tasks in a simple workflow: To do → In progress → In review → Done.

1. Access the Project Board

• Go to the repository on GitHub. • Click on the 'Projects' tab (top menu). • Select the project board created for our team.

2. Create a Task (Issue)

• In the repository, go to the 'Issues' tab. • Click 'New issue'. • Fill in a clear title (short, descriptive) and a body (what, why, acceptance criteria). • Submit the issue. • On the right sidebar, add it to the Project board under the 'To do' column.

Example issue body:

```
Title: Add logging configuration
Body:
- Add structured logging to CLI
- Acceptance criteria:
  - log file written to logs/
  - console logs show INFO level by default
```

3. Move a Task into 'In progress'

• When you start working on a task, open the Project board. • Drag the issue card from 'To do' → 'In progress'. • (Optional) Assign yourself to the issue so the team knows who is working on it. • Create a feature branch locally for the issue (link it in the issue/PR).

4. Move a Task into 'In review'

• When you open a Pull Request that solves the issue, move the card to 'In review'. • Add 'Closes #' in the PR description. • Request a teammate review. • CI must be green before merge.

5. Move a Task into 'Done'

• Once the PR is merged and the issue is closed, move the card to 'Done'. • GitHub can auto-close the issue when the PR merges (via 'Closes #…'). • Double-check the card is in 'Done' column for board cleanliness.

6. Tips for Effective Use

• Keep tasks small and actionable (1 PR ≈ 1 issue). • Always link PRs to issues so the board stays in sync. • Review the board in team meetings to track progress. • Move cards promptly when you change task status. • Archive 'Done' items periodically to keep the board clean.

Quick Workflow Recap

1. Create issue → add to 'To do'.
2. Start work → drag to 'In progress' + assign yourself.
3. Open PR → drag to 'In review' + request review.
4. Merge PR → issue auto-closes → move to 'Done'.