# Collaborating online in Trello

Contents

Planning your projects with Trello

Trello is a virtual, interactive board you can use for personal and business projects, alone and in teams, in private and shared mode.

Disclaimer: We are not affiliated, associated, authorized, endorsed by or in any way officially connected to Trello, Inc. (www.trello.com).

Keeping to-do lists

Keep track of your chores and errands, of reading lists, of travel arrangements, etc. on **To Do** boards.


(source: *https://trello.com/b/keLKBhex/personal-to-do-list*)
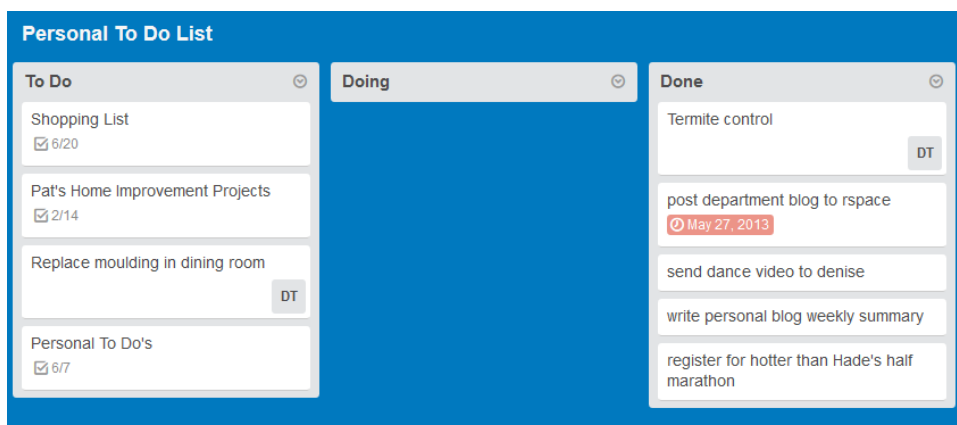
- Set the list to Private, if you want to work on it alone and hide it even from your groups.
- Add board members (family, friends, students or colleagues), assign them tasks and collaborate on an Organization list.
- Let the community participate, by keeping a Public list.

Agile boards

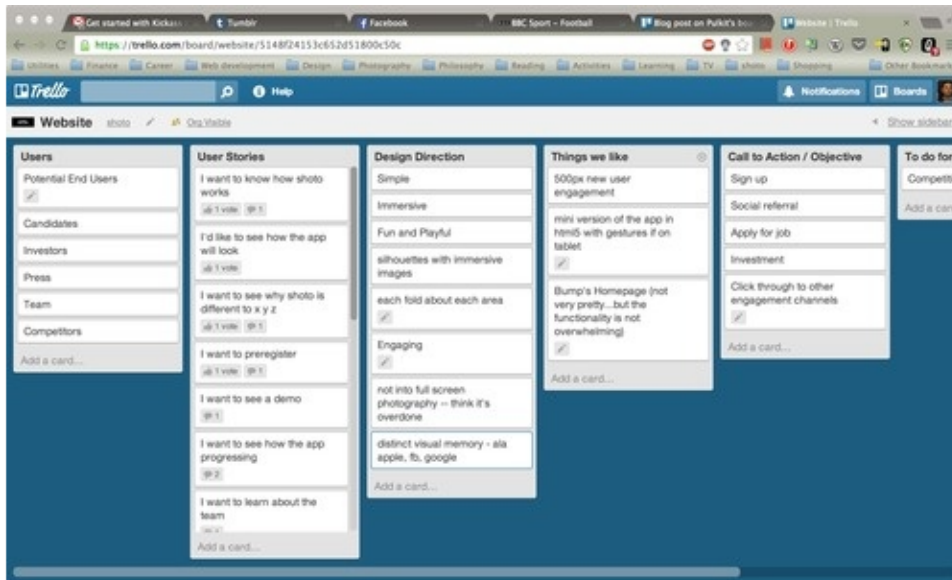When working with agile teams, create an **Agile Board** to suit your workflow.

(source: *https://trello.com/b/DnZvFigA/agile-board*)
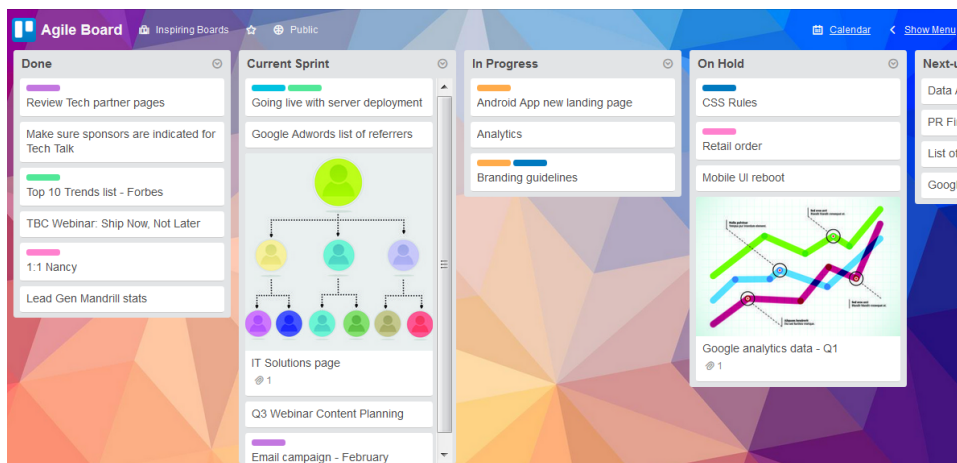
For example, create lists for Backlog, Current Sprint, In Progress, On Hold, Done, etc.

Brainstorming

Trello can be used as an interactive brainstorming board, for storing ideas, grouping and prioritizing them.
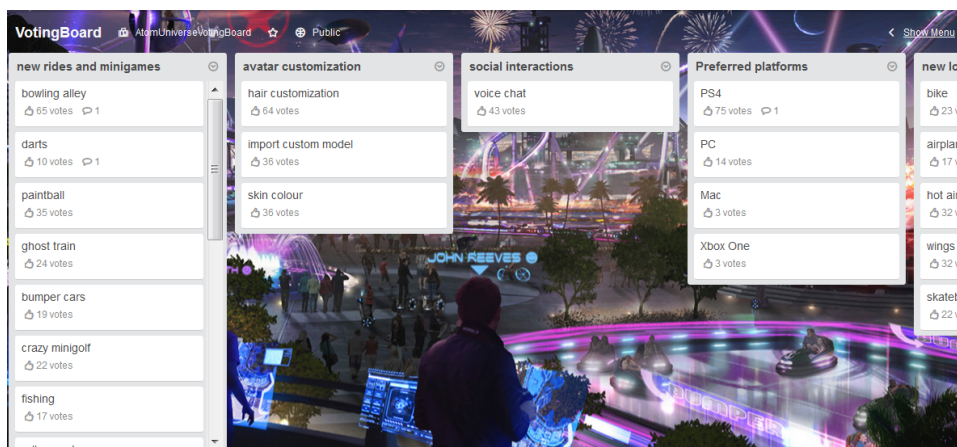

(source: *http://www.quora.com*)

Start by creating cards or lists for each idea, then do card-sorting to create more relevant lists, voting, labeling, etc.

Voting

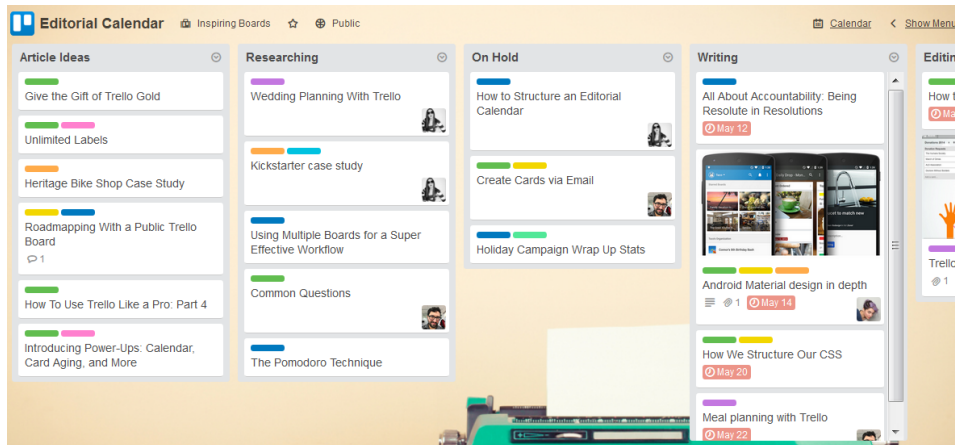Allow members to vote on cards and prioritize tasks and ideas.

(source: *https://trello.com/b/4WrmVAmH/votingboard*)

Use voting to process brainstorming results, to organize events, to sort lists, to make decisions, etc.

Writing drafts

When researching and writing content, create a planning board.

(source: *https://trello.com/b/mo04wOm4/editorial-calendar*)

Trello is very useful for lesson plans, workshop plans, editorial calendars, journals, project research, etc.