

Bamboo App - Quick A4 Guide

Introduction, key features, and how to use Bamboo for a small 1-2 person business.

INTRODUCTION

Bamboo is your business planning workspace inside MaxHub. It helps you move from idea to launch with a structured journey: name and brand, company setup, inventory planning, shop setup, finance, tasks, and execution tracking. The app is designed for practical progress, not heavy enterprise process.

CORE FEATURES

Journey-first navigation

Start from “Start here” and follow staged steps in logical order.

Task board by category

Track open tasks by phase, owner, category, and status in one place.

Company setup planning

Target legal form, setup sequence, finance requirements, and compliance pages.

Inventory and suppliers

Brainstorm products, manage contacts, and track import steps to Czech Republic.

Shop and budget modules

Location, concept, and budget planning with editable assumptions and totals.

Bilingual UI

Switch between English and Mandarin in Bamboo without changing data.

HOW TO USE BAMBOO (RECOMMENDED FLOW)

1. Open **Start here** and follow the suggested first 30 minutes checklist.
2. Set your language using the top language switch (English or Mandarin).
3. Complete **Name brainstorm** and create a short list of final options.
4. Go through **Company setup** and **Company setup finance requirements**.
5. Define inventory: ideas, suppliers, and import workflow.
6. Build your shop plan: location, concept, and budget assumptions.
7. Use **Tasks** daily to assign owners and move items to done.
8. Review **Overview** weekly to track progress and next actions.

Small-team best practice: keep one shared shortlist, one shared task board, and one weekly review rhythm (30-45 minutes) to align priorities and avoid duplicate work.

MINIMUM WEEKLY OPERATING RHYTHM

- Monday: review open tasks, priorities, and blockers.
- Mid-week: update key assumptions (budget, inventory, supplier status).
- Friday: close completed items and prepare next-week top 3 tasks.