

Workshop – Setting up your Scrum project

In this workshop, you and your team will set up your Scrum project using Trello, a popular project management application. **The documents you will produce must be stored in the GitHub repository of your project by the end of the workshop.**

Part 1

Step 1: Sign Up for Trello

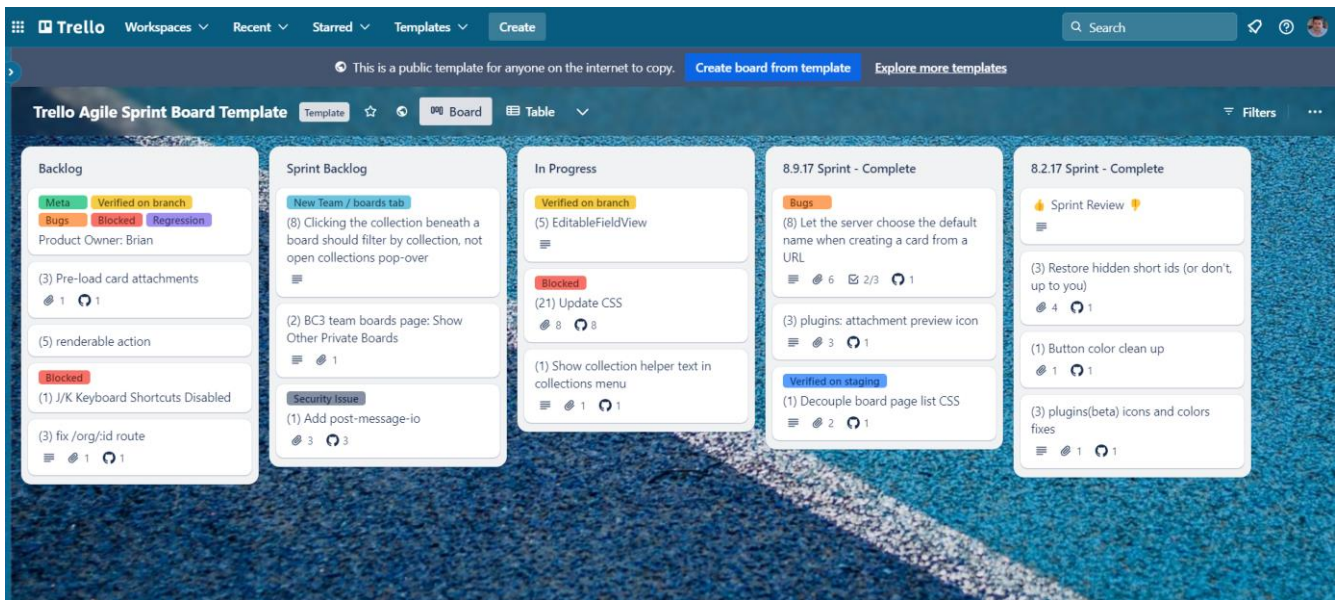
Each member of your Team will have to create a Trello account. Trello is a web-based project management application that enables users to organise and prioritise their projects in a highly visual and flexible way. It utilises boards, lists, and cards to help teams track the progress of their work, manage tasks, and collaborate in real-time.

Similar software that offers project management solutions includes Asana, which provides more structured project planning and tracking tools; Monday.com, known for its customisable workflows and team collaboration features; and Jira, particularly favoured for software development projects due to its agile project management tools. Each tool provides unique features and interfaces, catering to different project management needs and preferences.

- 1. Navigate to Trello:** Open your web browser and go to the Trello homepage at <https://trello.com>
- 2. Sign Up:** Click on the "Sign Up" button. You'll be prompted to enter your email address. Fill it in and click "Continue".
- 3. Create Account:** Follow the instructions to set up your account. You'll need to enter your name, choose a password, and possibly verify your email address through a verification link sent to your inbox.

Step 2: Use the Agile Sprint Board Template

- 1. Open Template Link:** Open a new tab in your browser and go directly to the Agile Sprint Board Template by using this link: <https://trello.com/templates/engineering/trello-agile-sprint-board-template-ZqN99gGN>
- 2. View Template:** You'll see an overview of the template. Click on "Use Template".
- 3. Customize Template:** A dialog box will appear asking you to customise your board (e.g., board name, team). Make the necessary adjustments that suit your project or sprint.
- 4. Create From Template:** Click on "Create" to generate your new board from the template.



Step 3: Invite Team Members

- 1. Go to Your Board:** Navigate to the board you've just created.
- 2. Invite Members:** Click on the "Invite" button or find the "Invite teammates by email" option.
- 3. Enter Emails:** Type in the email addresses of your team members. You can add a personal message if you wish.
- 4. Send Invites:** Click "Send" to invite your team members to join the board.

Step 4: Customize and Use Your Board

- 1. Explore Columns:** Familiarize yourself with the columns (e.g., Backlog, To Do, Doing, Done) and how they relate to Agile Sprint methodologies.
- 2. Add Cards:** Create cards for each task or story in your sprint. You can add details such as descriptions, due dates, and assignees.
- 3. Move Cards:** As work progresses, drag and drop cards from one column to another to reflect their current status.

Step 5: Conduct Sprints

- 1. Plan Sprints:** Use the backlog to plan your sprints, selecting tasks to move to the "To Do" column.
- 2. Daily Standups:** Hold brief meetings to discuss progress and any blockers.
- 3. Review and Retrospective:** At the end of each sprint, review completed work and discuss improvements for the next sprint.

Communication and collaboration are key to successfully using Trello for your agile sprints. Encourage all team members to participate and update their tasks regularly and actively.

Part 2

Now, it's time to work on your project.

1. Create your Agile User Stories (see template on Blackboard)
2. Split User stories into tasks
3. Create your Product Backlog
4. Create your Agile Project Plan (template on Blackboard, or use a Trello power-up)
5. Set dates and deadlines. Suggestion: create dated Trello cards for each instance of these events, including the entire team on the card.
 - a. Sprints
 - b. Sprint planning meetings
 - c. Daily Scrum meetings
 - d. Sprint Review meetings
 - e. Sprint retrospective meetings
6. Prepare for the first Sprint. Consider:
 - a. Individual roles
 - b. Prioritise User Stories and tasks.
 - c. Organise the project repository and artefacts.
 - d. Set up all the tasks and communication within the management application (e.g. Trello). We discourage you from using Discord or other personal applications to manage your project.