

## PM Document

Trello Board: <https://trello.com/b/Du0E3Zsw/motivation-board>

Our team decided on a Trello board for project management. The first column, labeled “Board Info” contains descriptions of each of the lists, and when a card should be added to or removed from that list. There is also a card labeled NOTES in the Board Info list that will contain any important general project notes for reference.

After meeting with the clients or among ourselves, we will create a card for each feature. Any important information regarding that feature should be written in the “description” section of that card. We will try to divide the tasks so that each card takes about 2 person-hours.

Here’s what all the lists mean:

**Backlog:** Tasks that we are not ready to start yet, but would like to get done eventually. Maybe waiting on another feature to be completed or client specifications. Once we are set up and have everything necessary to be able to start the task, move to To-Do.

**To-do:** Tasks that we are ready to start on! If you need something to work on, choose something from this list. Assign yourself to the card, and move it to “In-Progress”

**In Progress:** Features that a member on the team (whoever is “assigned” to the card) is currently working on. When finished with the feature, move the card to the Review list.

**Review:** features that are completed, but need to be looked at before being merged. We prefer that another team member reviews the code before approving the pull request. They should also confirm that the code has been adequately tested. In most cases, we will also have the client approve the feature before merging the code. If a feature needs multiple reviews, we will put a checklist in the card description for test review, code review, and client review, which will be checked off when completed. Once these steps are completed, move to “Done”

**Done:** Completed features that have been merged!

**Behind schedule:** A task can be categorized as behind schedule if a developer takes longer than expected hours. (2 hours/task). The project is behind schedule if more than two developers are taking longer than expected hours to complete.