

Task Management Requirement

Before we start working on the other documents required for our project, I would like you to have your own **Kanban Board** - to keep track of tasks from the start up to end of our project.

Feel free to select from the following tools to start your own Kanban Board:

- Jira - <https://www.atlassian.com/software/jira/features>
- Trello - <https://trello.com/en>
- Asana - <https://asana.com/>

Or you can also choose other tools you prefer for task management. Please make sure to only use the free plan as this will be your personal board only.

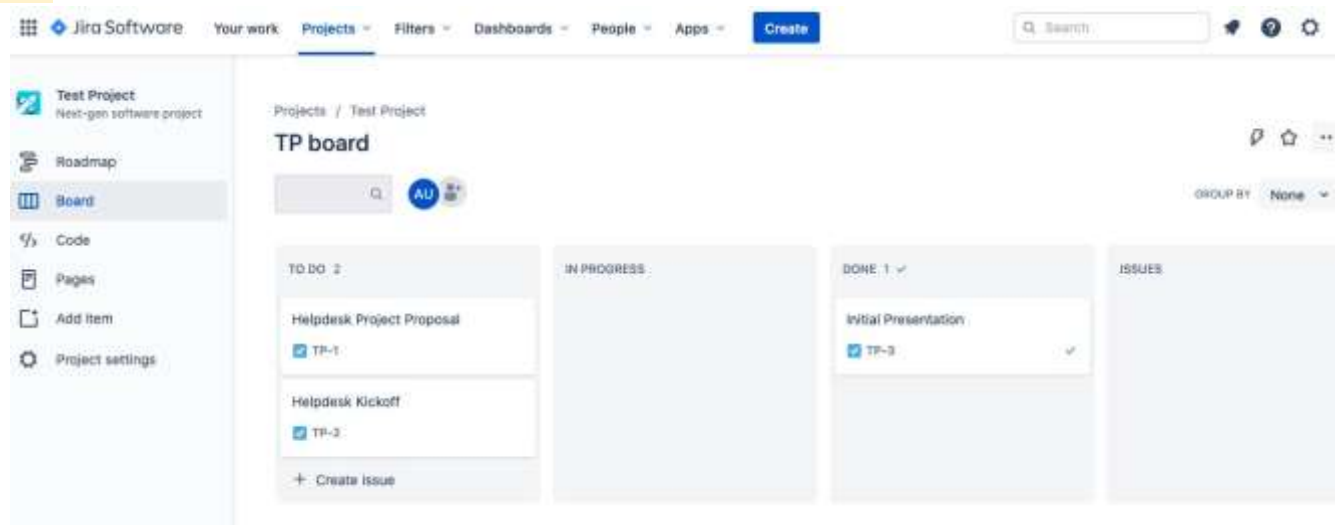
Once you have created the board, what I need from you is to create the following lists:

- To Do
- Doing
- Done
- Issues (if there are any)

This way, we can make sure that we are keeping track of everything we do and we can comply according to the deadlines for the project. Moving forward, **in every task that you will be doing or you have completed, ensure that it is loaded on the board and move it to the appropriate list.**

Here are sample screenshots for your reference.

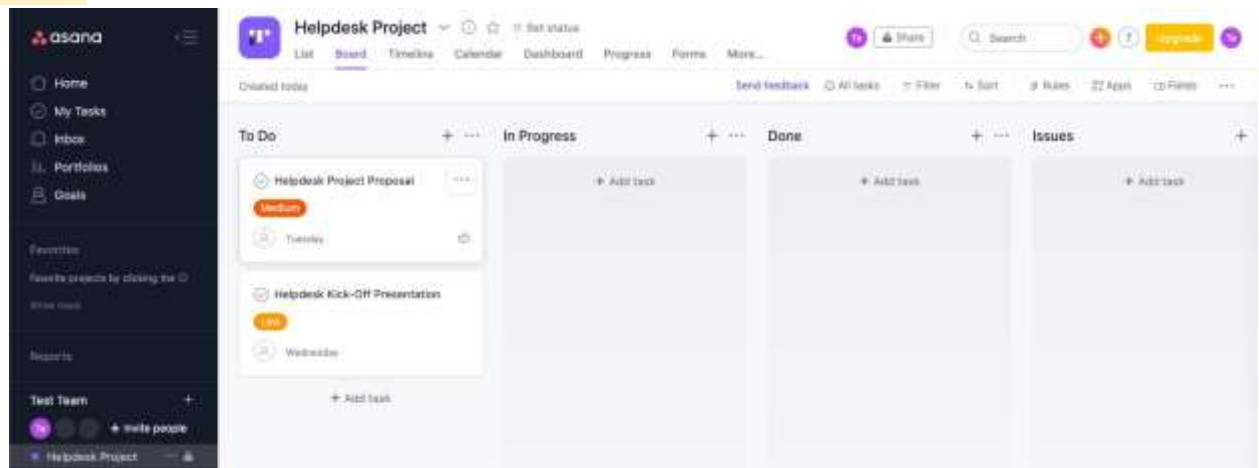
Jira



Trello



Asana



Once you have created both the board and the lists, **please send back a screenshot of the board** for our checking.

Please feel free to let us know if you have any questions and/ or clarifications.