IV. rules

V. Trello

* **Resources:** In this list, I keep all tasks that are recurring. That way I don’t have to make a new card every time I need to build a landing page for a webinar. Just move that card out from the Resources list.
* **Backlog**: Here’s where I keep my Backlog of tasks to be worked on. When my boss tells me he has something he needs help with, I add it to my Backlog list.
* **To Do**: When I plan my Sprint, I pull tasks from the Backlog to this list. This is the current Sprint I’m working on.
* **Doing:** When a task has been started, it gets moved here.
* **QC:** Quality check. As tasks are completed, they get moved to “QC.” At the end of the week, I review this list to make sure everything is up to snuff.
* **Done:** Passed quality check, ready to be shipped! No more edits or reviews necessary, it’s scheduled and ready for action.
* **Blocked:** When something is preventing me from completing a task (maybe I need to purchase something first and need approval from my boss), I move it to “Blocked”, along with a comment about what the blocker is.

VI. Jobs

1. Keagan - Planning manager
   1. In charge of quality assurance
   2. In charge of project plan and management
      1. In charge of team members:
         1. Liam
         2. Dineth Gunawardena
         3. Kosala Edirisinghe
2. Jimmy - Requirements
   1. In charge of requirements elicitation
   2. In charge of product design
      1. In charge of team members:
         1. Krishna
         2. Migara Gunarathne
         3. Shenal Nirushka
3. Lyndon - Team Lead
   1. In charge of leading the group
      1. In charge of team members:
         1. Ayub
         2. Jimmy
         3. Keagan