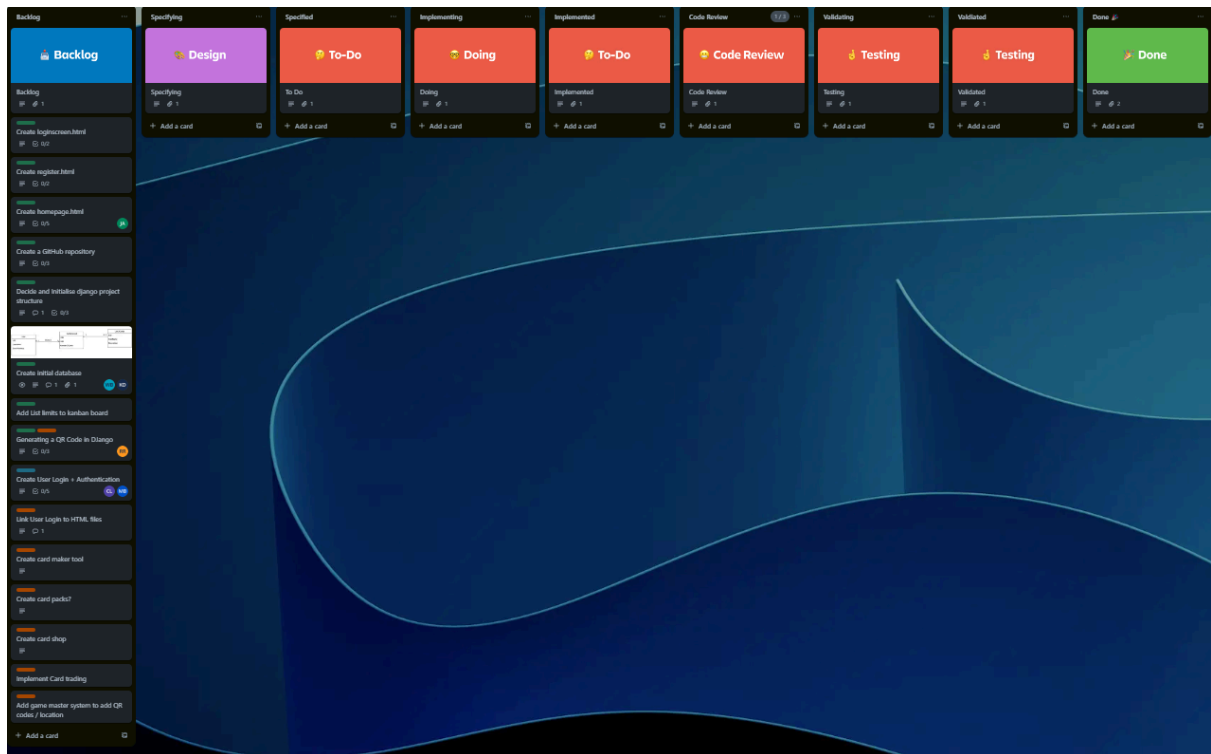


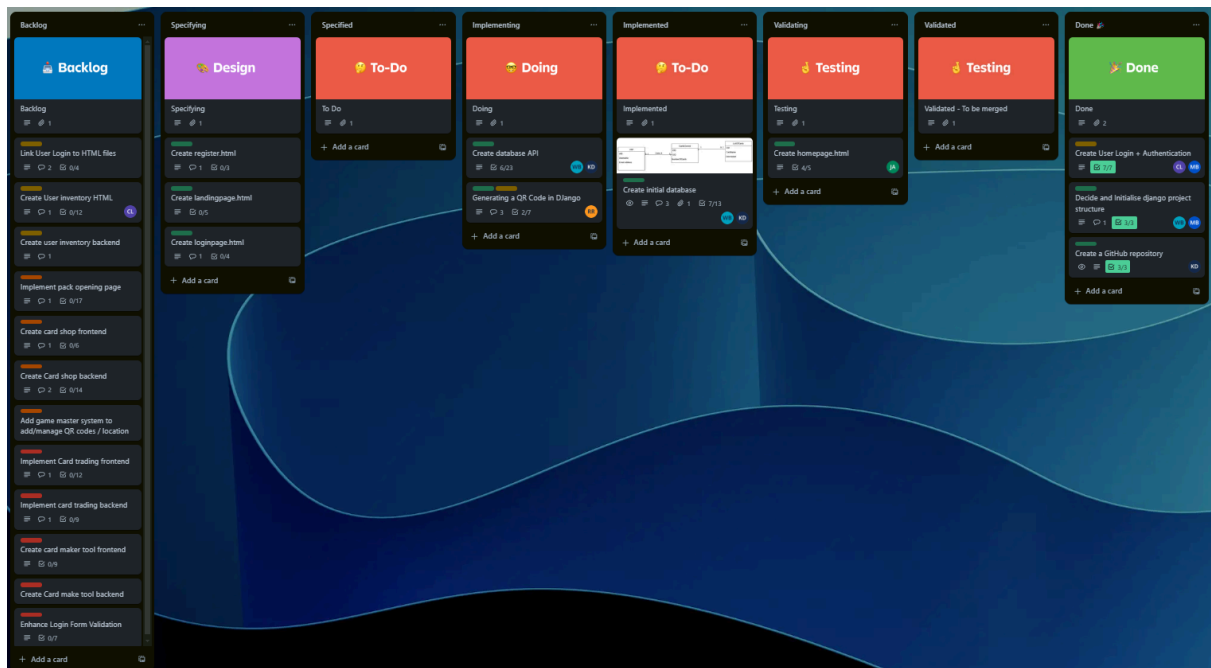
Development Process

- **Outline of Organisation**
 - Backlog: Where new tasks or features are placed.
 - Specifying: Cards that are currently being designed.
 - Specified: Tasks that are to be done
 - Implementing: Tasks that are currently being done.
 - Done: Tasks that are complete.
- **Card Titles & Descriptions:** Cards typically have descriptive titles and may include checklists, due dates, attachments, and comments. This helps team members quickly understand what needs to be done, who is responsible, and what subtasks are involved.
- **Labels & Prioritization:** The board uses color-coded labels to indicate priority, type (bug, feature, etc.), or status. For example, a red label might indicate a critical bug that needs immediate attention, while a green label might be used for new features. This visual cue is a key component in Kanban for managing workflow efficiently.
- **Movement Across Columns:** As a card progresses—from idea to in-progress to completion—it is moved from one column to the next. This visual movement helps the team monitor the progress of work items and quickly identify bottlenecks or items stuck in a particular phase.
- **Link to Kanban Development Process**
 - **Visual Workflow:** The columns provide a clear, visual representation of the work process. Team members can immediately see which tasks are pending, in progress, or complete. This is central to Kanban, as it helps in identifying process inefficiencies.
 - **Work in Progress (WIP) Limits:** While this board might not explicitly show WIP limits on each column, many Kanban boards enforce limits to prevent too many tasks from being in the "In Progress" stage. By limiting the number of ongoing tasks, the team could focus on finishing current work before taking on more, thereby enhancing quality and speed.
 - **Continuous Improvement:** With regular reviews of cards moving from "Review" to "Done," teams can reflect on the process and adjust their workflow. Retrospectives or board reviews can identify recurring issues (like tasks that frequently stall) and lead to process improvements.
 - **Collaboration and Transparency:** Kanban boards are inherently collaborative. This allowed all team members to see what others are working on and help coordinate efforts. The comments and attachments on each card further supported communication and knowledge sharing. Flexibility and Adaptability: Tasks were able to be reprioritized based on changing project needs, reflecting the agile and flexible nature of Kanban.
- A record of all our stages of the Kanban Board were captured across all 6 meetings which were held during Spring 1, these snapshots have been included below as a part of our Process Documentation.

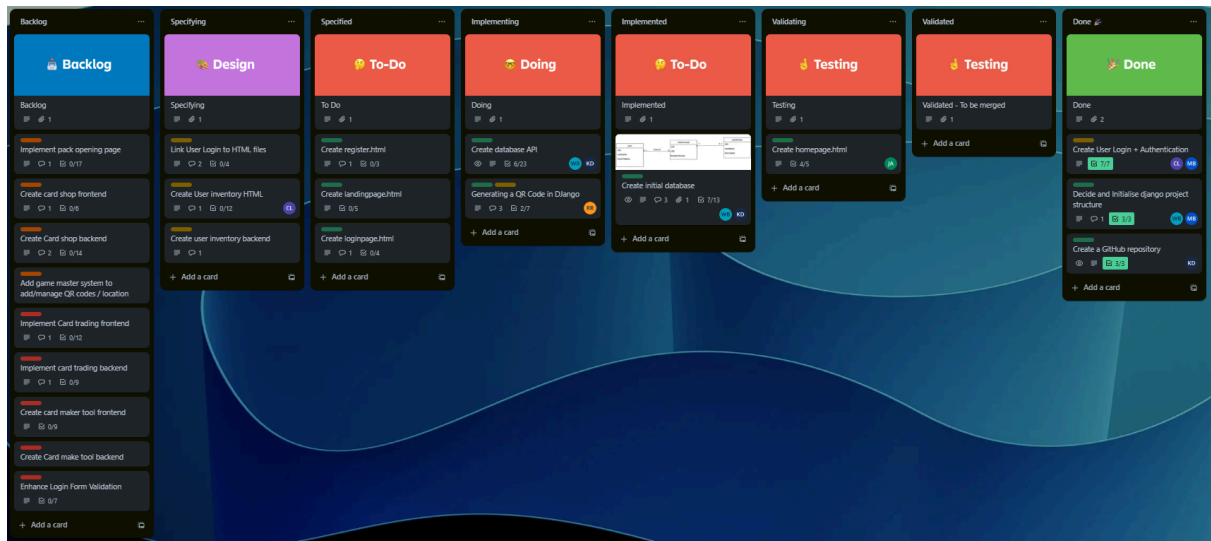
1st Meeting:



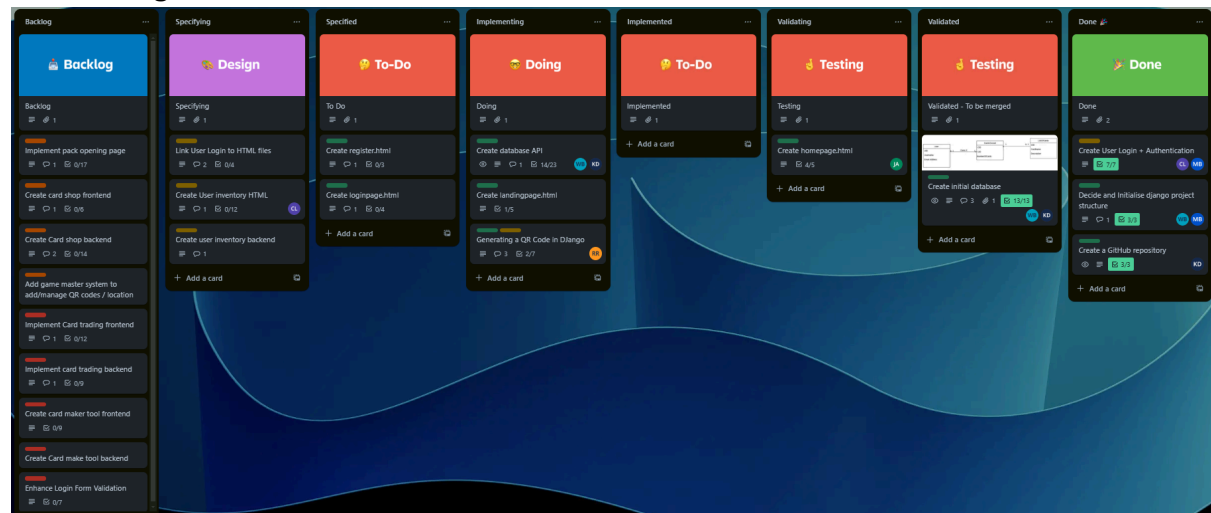
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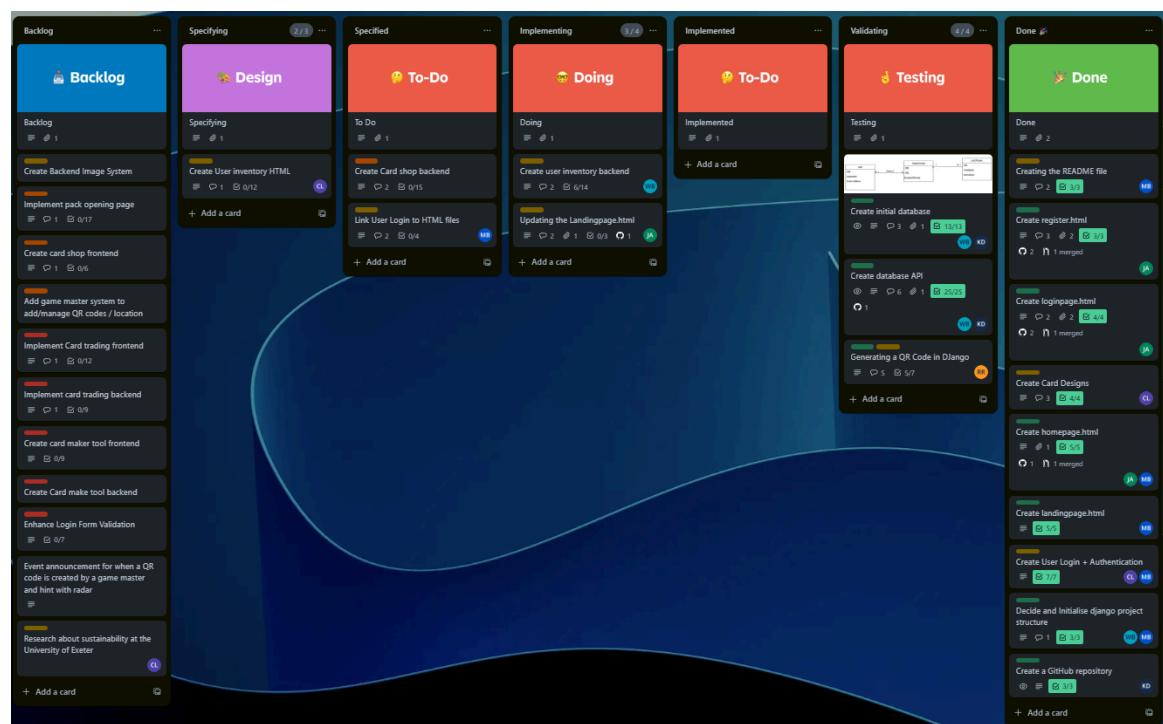
3rd Meeting:



4th Meeting:



6th Meeting:



Sprint 1 - Final:

