

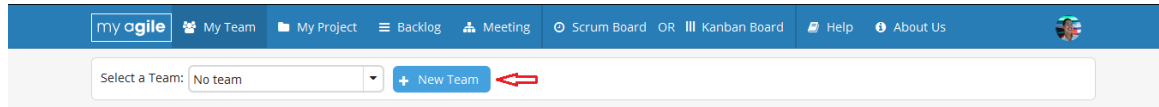
Team Overview

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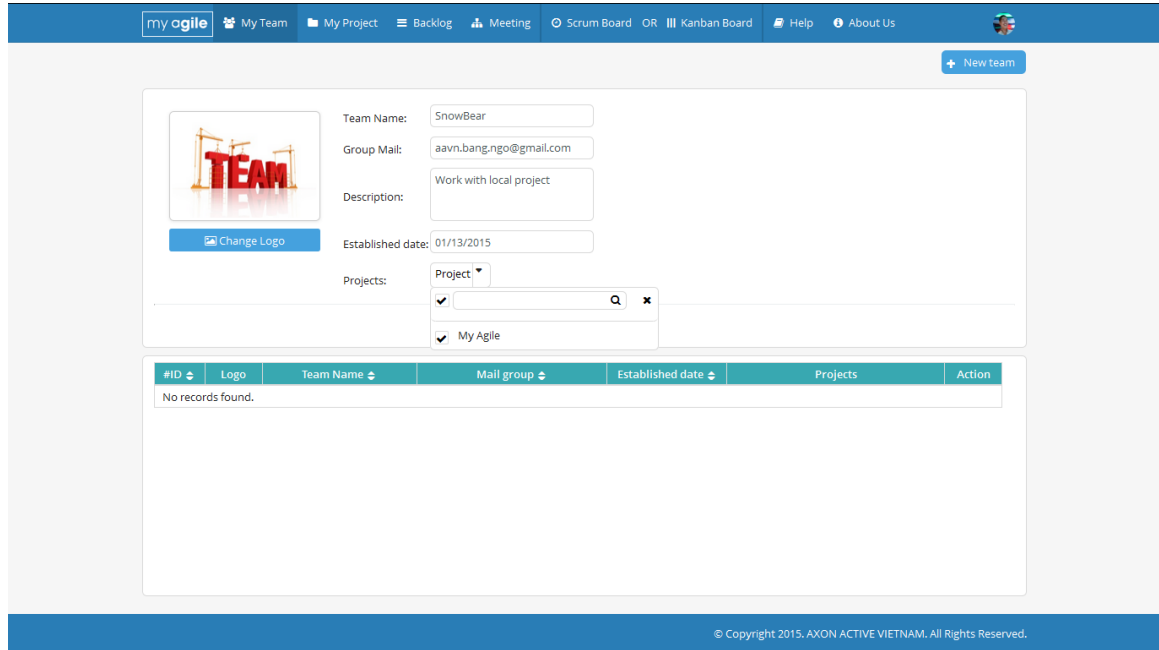
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1. Create team

In "My Team" tab, click on "New Team" button



Fill in the form information and upload your team logo by clicking on "Change Logo" button



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Team Name (*): name of your team. e.g: Ant, 7Up,...

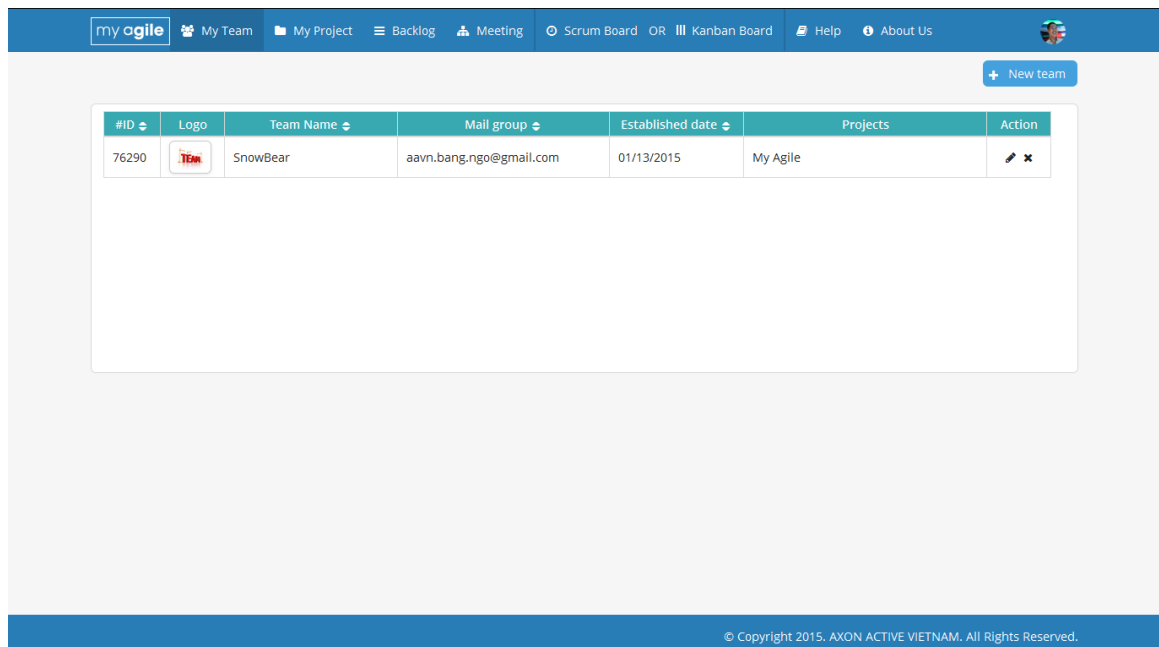
Group Mail (*): group email of your team. The mail must be right format.




Description: write something about your team

Project: choose your exist project(s) performed

Note: (*) means required field.

Click on "Save" button. The created team is also added to table of teams



#ID	Logo	Team Name	Mail group	Established date	Projects	Action
76290		SnowBear	aavn.bang.ngo@gmail.com	01/13/2015	My Agile	 

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2. Edit team


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Select a team from "Select a Team" combo box, click on "Edit Team" button

my agile

My Team
My Project
Backlog
Meeting
Scrum Board
OR
Kanban Board
Wiki
Help
About Us

Select a Team: SnowBear
+ New Team
Edit Team



Team Name:

Mail Group:

Establish Date:

Description:

Owner:

Project:

Send email to invite: (each mail is divided by semicolon)

SnowBear
aavn.bang.ngo@gmail.com
Januar 13 2015
Work with local project
Ngo Bang
My Agile

Send Mail

Member Info




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Also, select a team from table of teams, click on “Edit” button (pencil symbol)

my agile

My Team
My Project
Backlog
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Scrum Board
OR
Kanban Board
Help
About Us

+ New team

#ID	Logo	Team Name	Mail group	Established date	Projects	Action
76290		SnowBear	aavn.bang.ngo@gmail.com	01/13/2015	My Agile	 

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Likely creating a team, you can fill in the form information and upload your team logo for changes. Click on “Save” button.

Note: Click on project name to go to product backlog page

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3. Assign member to team

You can set up a team by inviting members via email. Select a team from “Select a Team” combo box. Enter an email or groups of email that its each mail is divided by a semicolon “;”. The email format must be full-filled.

my agile

My Team

My Project

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OR

Kanban Board

Wiki

Help

About Us

Select a Team:

SnowBear

New Team

Edit Team

Team Info

Team Name:

SnowBear

Mail Group:

aavn.bang.ngo@gmail.com

Establish Date:

Januar 13 2015

Description:

Work with local project

Owner:

Ngo Bang

Project:

My Agile

Send email to invite: (each mail is divided by semicolon)

aavn.tuyen.dang@gmail.com

Send Mail

Member Info

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Click on “Send Mail” button. The system will send the mail(s) to member(s).

my agile

My Team

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About Us

Select a Team:

SnowBear

New Team

Edit Team

Team Info

Team Name:

SnowBear

Mail Group:

aavn.bang.ngo@gmail.com

Establish Date:

Januar 13 2015

Description:

Work with local project

Owner:

Ngo Bang

Project:

My Agile

Send email to invite: (each mail is divided by semicolon)

aavn.tuyen.dang@gmail.com

Send Mail

aavn.tuyen.dang@gmail.com sent

Member Info

Waiting for acceptance

aavn.tuyen.dang@gmail.com

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The assigned members need to check their email and accept to join the team.

Invite to team

Inbox

x

Print

Image

notify@myagile.org

to me

2:07 PM (5 minutes ago)

Star

Reply

Dropdown

This mail has sent from MyAgile system by Ngo Bang

You had been added to team SnowBear

Click here

to accept!

If you can't click on this, please copy this text below and paste to your browser:

<https://myagile.org:443/pages/team/active.xhtml?tk=cd10cb5a8aff471b85319cee16f45f3a>

The member can login with the user name and password are provided and click on the link “click here” to active.

The member joined into the team.

my agile

My Team

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About Us

Select a Team: SnowBear

New Team

Edit Team

Team Info



Team Name: SnowBear

Mail Group: aavn.bang.ngo@gmail.com

Establish Date: Januar 13 2015

Description: Work with local project


Owner: Ngo Bang

Project: [My Agile](#)

Send email to invite: (each mail is divided by semicolon)

Send Mail

Member Info



Dang Tuyen

Developer

aavn.tuyen.dang@gmail.com

tuyendang

01689915907

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4. View team information

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You can view the team information includes the members of team.
Beside that, you can assign or re-assign the role of a member

Member Info



Dang Tuyen

Developer

Scrum Master

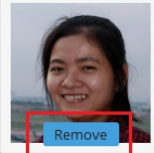
Stakeholder

Developer

Product Owner

To remove a member from the team, you can move the mouse to the avatar of member and click on "Remove" link

Member Info



Dang Tuyen

Developer

aavn.tuyen.dang@gmail.com

tuyendang

01689915907

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