Task Tracking Workflow

Trello Documentation

Welcome to the COMP9008 22023SM1 BI-RedBack Team Trello! This Trello board is designed to help our team manage our project tasks and keep track of our progress. The board is divided into three major parts, which are indicated by different colored columns: blue for Backlog, red for TO-DO Doing Testing, and green for Done.

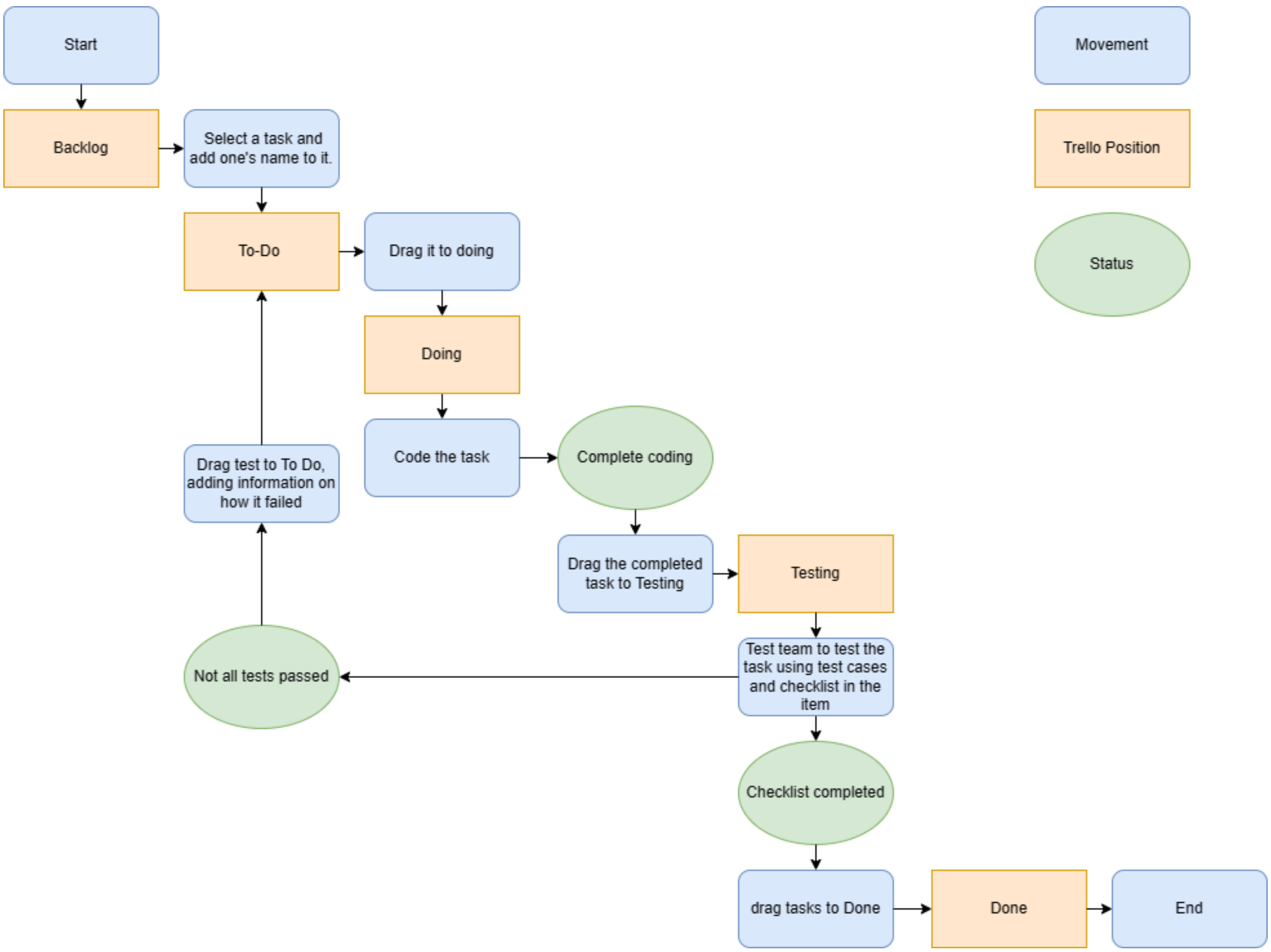
The **Backlog** column with a blue background contains all tasks in the user story that is yet to be completed. While each task has a description when expanded, further details of each user story can be found on Confluence. Each task is accompanied by an indicator, a title (task name), tags, and a description.

- There are two types of tasks present on the board. The first task is general sprint ceremony related work. These include items such as peer-to-peer code review. These tasks are found with a [S2] style prefix, where the 2 indicates which sprint this ceremony is being conducted.
- The second type of item contains a T-x.x.x prefix. An example is "T-1.2.3 Allow only a set amount of statements to be shown and used". These are subtasks as defined in the User Story. The "1" indicates the epic it belongs to, the "2" indicates the user story it came from, and the "3" indicates the ID for this specific sub-task.
- The title contains minimal detail for each task based on the user story. For more detailed information about each task, you can refer to the details or the corresponding user story on Confluence.
- Tags are used to visualize task size and priority using different colours. There are two main types of tags:
  - Size, which has colours ranging from deep green to orange for the smallest to the largest tasks.
  - MoSCoW priority, which can be brown, green or blue in order of descending need.
- The description provides more information about each task, and you can simply click on each task to view the description.

The **To Do**, **Doing**, **Testing** and **Done** columns are designed to help team members keep track of their progress.

- The To Do column lists all the tasks that need to be completed in the current sprint, as well as the tasks that were not completed in the previous sprint. These tasks are decided during each sprint planning session. Team members can pick the task they want to work on from the list, add their name to it (important!) and move it to the Doing column when they start working on it.
- The Doing column shows the current status of each member's assigned tasks. Each task also has a checklist or Acceptance Criteria shown under the description, which is used by developers to better understand the task and check their work before moving the task to the Testing column.
- The Testing column is used to ensure that the task is on the right track. Once a developer finishes a task, they can move it to the Testing column so that the testing team can check their work.
- After an item has passed testing, it may be moved into the done column.

The following flowchart demonstrates how the Trello board should be used.


Start
Backlog
Select a task and add one's name to it.
To-Do
Drag it to doing
Doing
Code the task
Complete coding
Drag the completed task to Testing
Testing
Test team to test the task using test cases and checklist in the item
Not all tests passed
Drag test to To Do, adding information on how it failed
Checklist completed
drag tasks to Done
Done
End
Movement
Trello Position
Status