

Tre11o &

**tasks**

# Tasks begin with user stories

*"As a [type of user], I want to [do something], so that [some reason]."*

**type of user:** Try to see the app from the user perspective.

**do something:** What specifically does the user need or want?

**some reason:** This is the *WHY*. Why is this part of the app important?

# Turn user stories into tasks

**This user story is probably a single task:**

*As a user, I need to be able to register and log in.*

**This user story is probably several tasks that need to be done separately:**

*As a field manager, I want to be able to see which technicians are qualified for a given job so that I can assign work.*

# In Trello, one card should have one task on it

Then you can assign a team member to a task, label the task, and put it in a column in priority order.

How big or small the task is is really subjective, so do what works best for you and your team.

# Example task

*Implement search feature for a manager to get a list of qualified technicians.*

# Write a checklist for a task

If you are implementing a search feature in a Django app, your checklist might include:

- create url and view
- write queries for different search parameters
- create a template with a search form, including checkboxes for search parameters
- write custom css for search form
- create template to show list of technicians with their phone numbers

# Putting together a sprint

Based on the people on the team  
and the time you have,  
determine what work you think  
you can get done in the amount  
of time you have.

This is not a science and you  
won't always get it right!



# Prioritizing tasks in a sprint

## Order your cards in Trello

- What needs to be done first?
- Does a given task depend on something else done before it?
- What else depends on this given task?
- How much can we accomplish in this timeframe?





# Working on a single task

Document your work on the card

- What is the nature of my task? Clarify if necessary before you start.
- What is my goal? (How do I know I am done?)
- What information do I need?
- How much time do I need to do this? / When does it need to be done?

# Trello While-You-Work

Move your task card to *In Progress* while you are ACTIVELY working on it.

If you are not actively working on a card because you are doing something else, move your card to an *On Hold* column or back to the *Backlog* or *Current Sprint* column. Move the card that you **are** working on to *In Progress*.

When you are done with the card, open a Pull Request and move it to the *Waiting for Approval* column. When the pull request is merged, you can move the card to *Done*.

# Know where you stand

- Am I making progress towards my goal?
- Do I understand what I am doing?
- Do I need to make changes based on new developments?

You will need to update your teammates frequently throughout the sprint



Keep Trello up to  
date!

Every developer is  
responsible for moving their  
own cards

# Check-in checklist

- What have you finished?
- What remains to be done?
- What do you plan to work on next?
- What blockers do you have?
  - bugs
  - need more information
  - need help
  - waiting on someone else's work

# Standup

10-15 minutes every morning for progress updates

- What did you do since the last standup?
- What are you planning on doing next, before the next standup?
- Is anything blocking you from making progress?  
(What are your "blockers"?)

Rely on your  
team and let  
your team  
rely on you

