

Hello!

Good day, I hope you are doing well. Before we start working on the other documents required for our project, I would like you to have your own **Kanban Board - to keep track of tasks from the start up to end of our project.**

Feel free to select from the following tools to start you own Kanban Board:

- Jira - <https://www.atlassian.com/software/jira/features>
- Trello - <https://trello.com/en>
- Asana - <https://asana.com/>

Or you can also choose other tools you prefer for task management. Please make sure to only use the free plan as this will be your personal board only.

Once you have created the board, what I need from you is to create the following lists:

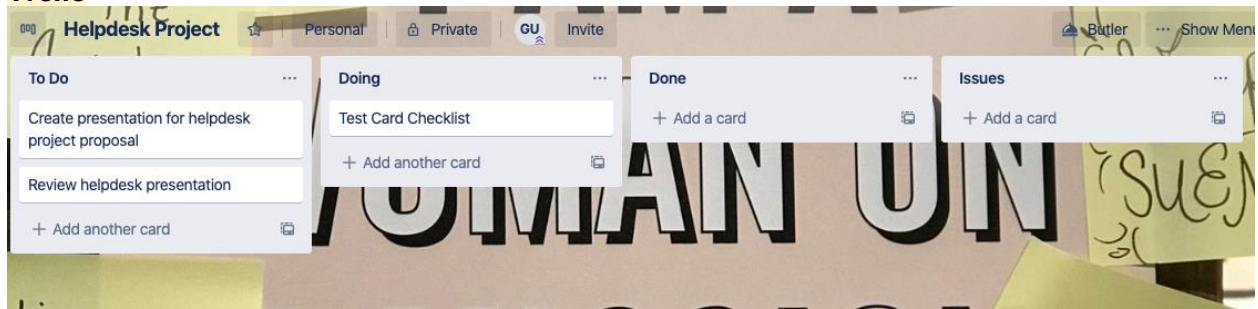
- To Do
- Doing
- Done
- Issues (if there are any)

This way, we can make sure that we are keeping track of everything we do and we can comply according to the deadlines for the project. Moving forward, **in every task that you will be doing, or you have completed, ensure that it is loaded on the board and move it to the appropriate list.**

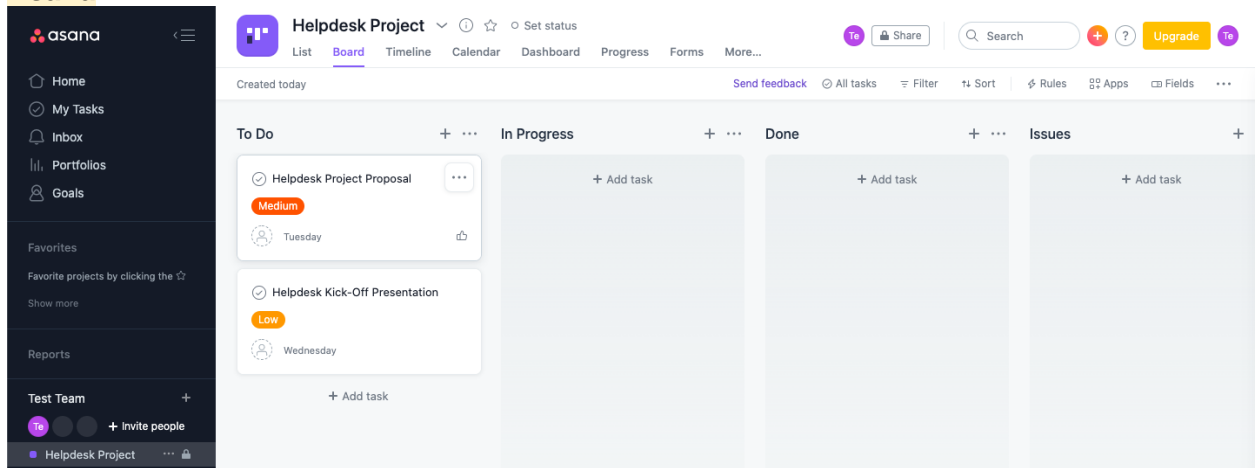
Here are sample screenshots for your reference.

The screenshot displays the Jira interface for a project named 'Test Project'. The main view is a Kanban board titled 'TP board'. The board is organized into four columns: 'TO DO' (containing 2 items), 'IN PROGRESS' (empty), 'DONE' (containing 1 item), and 'ISSUES' (empty). The 'TO DO' column lists 'Helpdesk Project Proposal' (with sub-item TP-1) and 'Helpdesk Kickoff' (with sub-item TP-2). The 'DONE' column lists 'Initial Presentation' (with sub-item TP-3). The interface includes a sidebar with navigation options like Roadmap, Board, Code, Pages, Add Item, and Project settings. The top navigation bar shows 'Jira Software', 'Your work', and various filters and dashboards.

Trello



Asana



Once you have created both the board and the lists, **please send back a screenshot of the board** for our checking.

Please feel free to let us know if you have any questions and/ or clarifications.

Thank you and keep safe!