# Regional Committee Project Management Tool

Trello:

- **Each RC will have its own dashboard with Co-Chairs as Admins of the board**
- **Co-chair of the RCs will be responsible for onboarding other member of the RCs.**
- **Schedule standing RC Meetings**: 1 per month, suggested last Thursday of each month
- All the survey results, published papers, and other useful resources will be published on the Tool
- Calendar for all major MT2020 GEC Activities will be updated
- Status of all tasks assigned to RC with Due Date will be updated by Admin Team through backend.
- Trello is a free of cost tool with power ups cost being borne by Admin Team.

How to sign up on Trello:

- You will receive an invitation link via mail. When you open the mail, you will be asked to "**Go To Board**", click on it.
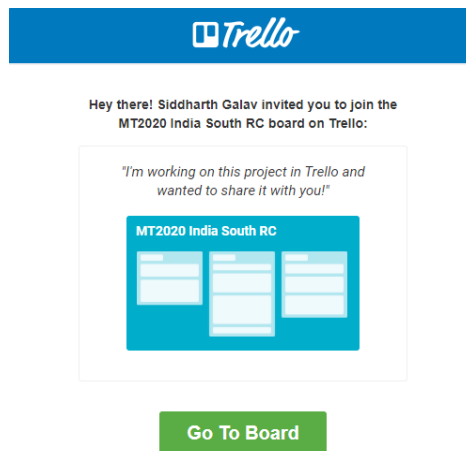
- You will be directed to the Trello dashboard where you will be asked to "**Create an account**".

Trello Dashboards for Regional Committees

- Enter your name and a password of your choice to sign up. Now you can access the dashboard and collaborate with your colleagues.

Basics of Trello:

A Trello board has four key components:
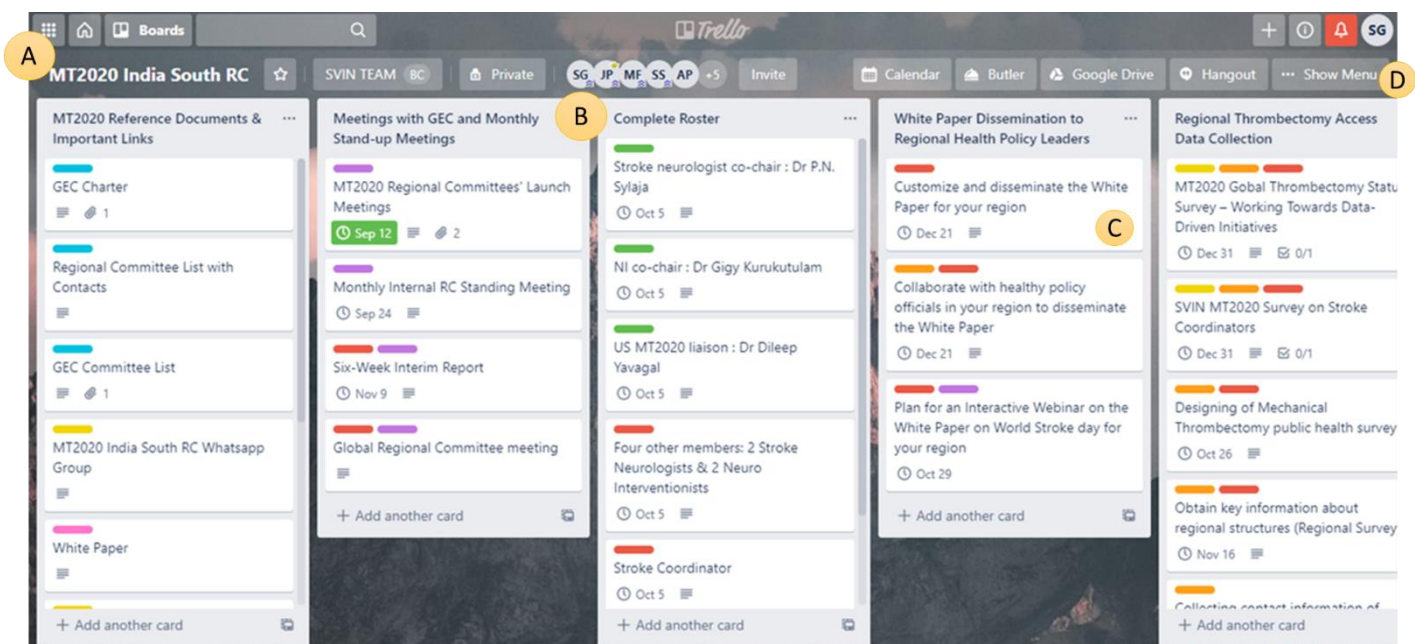
A. **Boards:** A Board is simply the whole dashboard which contains all the columns and cards. A Trello board is the place to organize your tasks and collaborate with your colleagues.

B. **Lists/Columns:** A place to keep track of ideas and information. There is no limit to the number of lists you can add to a board, and they can be arranged however you like. Lists are used as repositories to hold information.

C. **Cards:** Lists keep cards, the fundamental unit of a board. Cards are used to represent tasks and ideas. A card can be something that needs to get done or something that needs to be remembered. Just click "**Add a card**" at the bottom of any list to create a new card and give it a name.

D. **Menu:** On the right side of your Trello board is the menu. The menu is where you manage members and control settings. You can also see all the activity that has taken place on a board in the menu's activity feed.

Invite Members

Invite members to your board so that they can be assigned to tasks and collaborate on your board. Click "**Invite**" button at the top centre of the board and invite members by their email address.
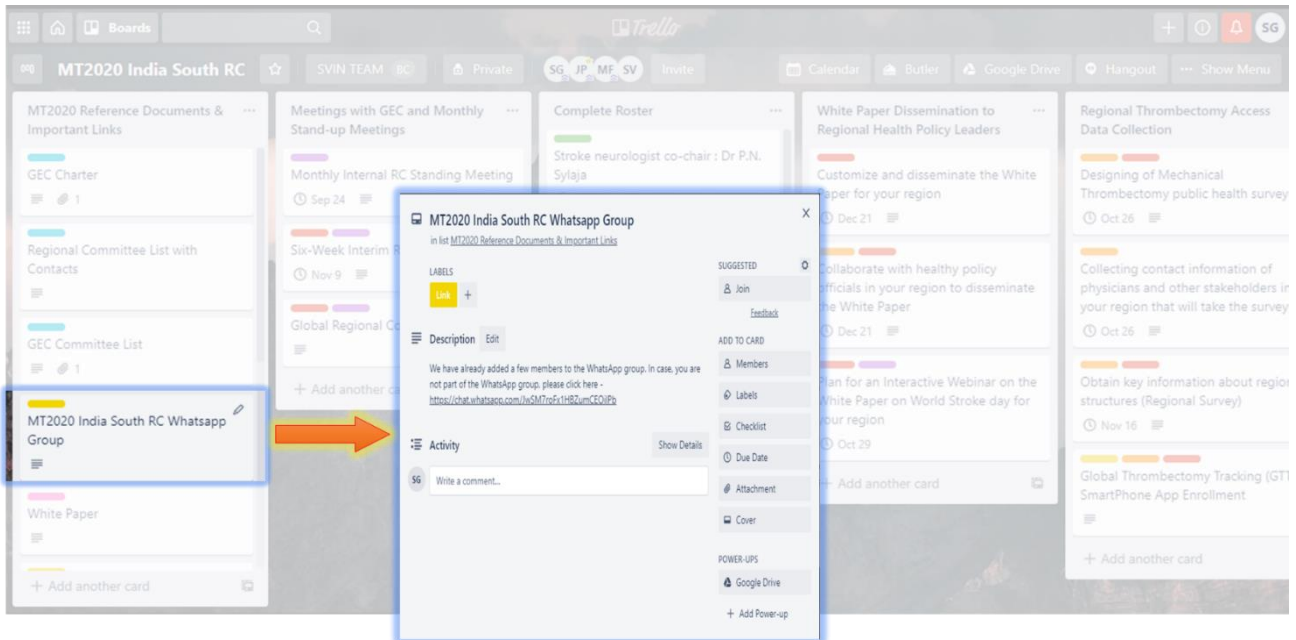
Get an easy-to-share invite link to your board at the bottom of the Invite menu. Drop the special link in a chat room or email and anyone with the link will be able to join your board and start collaborating.
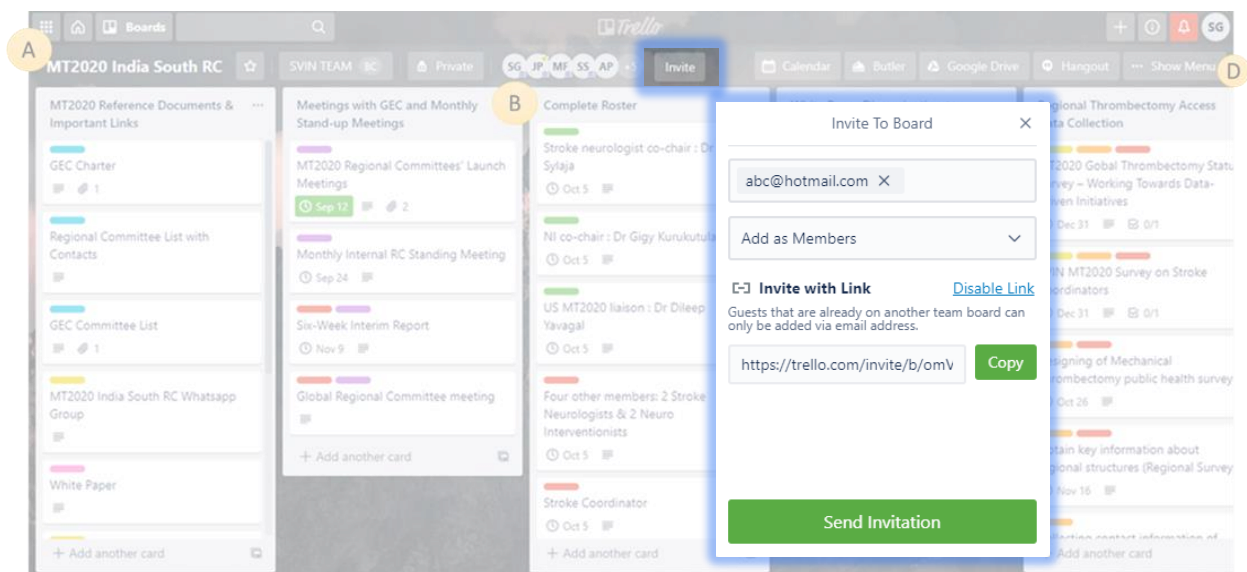
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Working with cards

Click on a card to flip it around and take a closer look. It has three main sections:

1. **Card Descriptions** - In the description field you will find more specific information about your card, links to websites, or step by step directions. To add details to your card, click "Edit the description" at the top of the card back.

2. **Comments and Activity** - Comments can be added to cards when communicating and collaborating with team members, like giving feedback or updates. @ mention a member of your board or team in a comment and they will receive a notification in Trello. The activity feed is a timeline of all the comments and actions on a card.

3. **Add** - The "Add" section provides you with more tools for a card.
   a. **Add Members** to cards to assign people to tasks, and easily see who is doing what and what still needs to get done.
   b. **Add Checklists** for cards that require subtasks or have multiple steps to make sure nothing falls through the cracks. You can even copy checklists from other cards on the board and assign people to checklist items by @ mentioning them.
   c. **Add a Due date** to cards with deadlines, and card members will receive a notification 24 hours before it's due. Once the tasks are completed, due dates can be marked as done.
   d. **Add Attachments** from both your computer and cloud storage services like Google Drive.
   e. **Add Labels** - Tag cards with labels and then use the filter feature to quickly surface all the cards with a related label/tag.

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Apart from these features, you can use Trello's **search feature** to pull up any card that you are looking for.

Power-Ups

Power-Ups bring additional functionality and integrations to your Trello boards. For your convenience we have added three power-ups:

1. **Calendar:** See the different due dates and scheduled meetings in a calendar view.

2. **Google Drive:** Quickly access files from the back of a card, and always have the most important information without needing to leave Trello.

3. **Hangouts:** The Google Hangouts Power-Up for Trello brings a dedicated video chat link to the top of your board. Jump to video and get your projects done.
    - Easily jump to a Hangout with one-click
    - Unique room per board
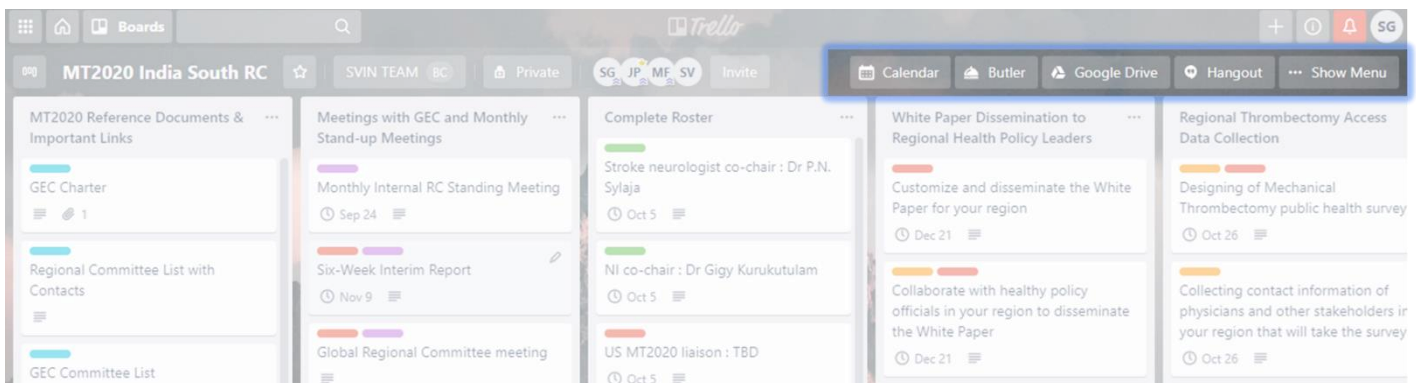
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