



Becky Gates

University of Maryland College Park Dietetic Intern

Tech Tools Presentation

November 4, 2013

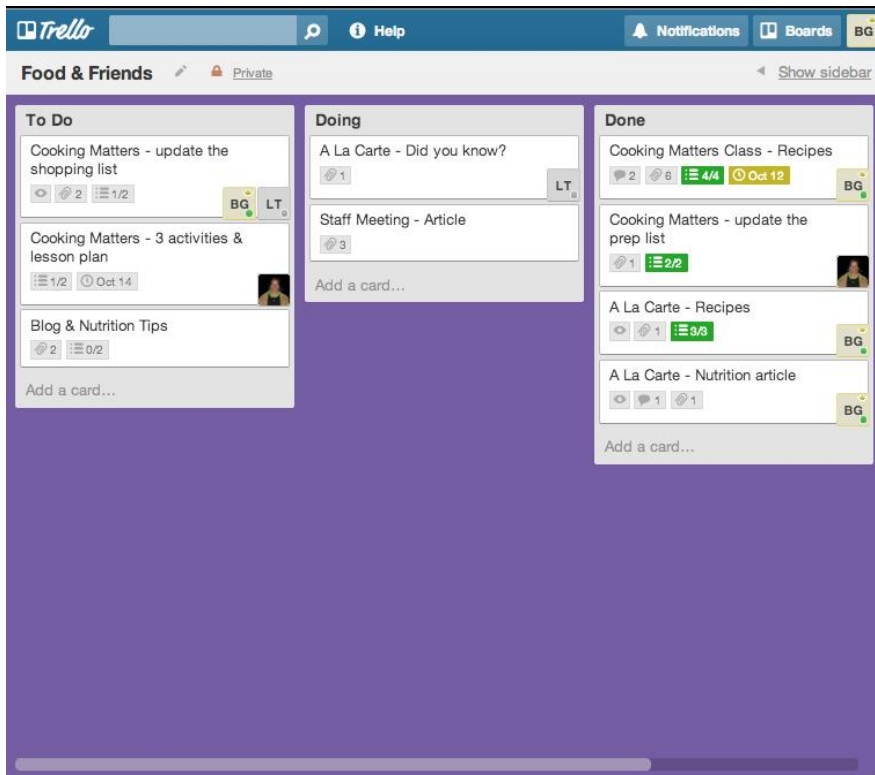
Presentation Objectives

1. Trello Overview - What is Trello?
2. Basic Instructions for Trello - Using Trello
3. Trello in Use
4. Trello in Nutrition and Health



What is Trello?

“A collaboration tool that organizes your projects into boards” - *Trello Help*



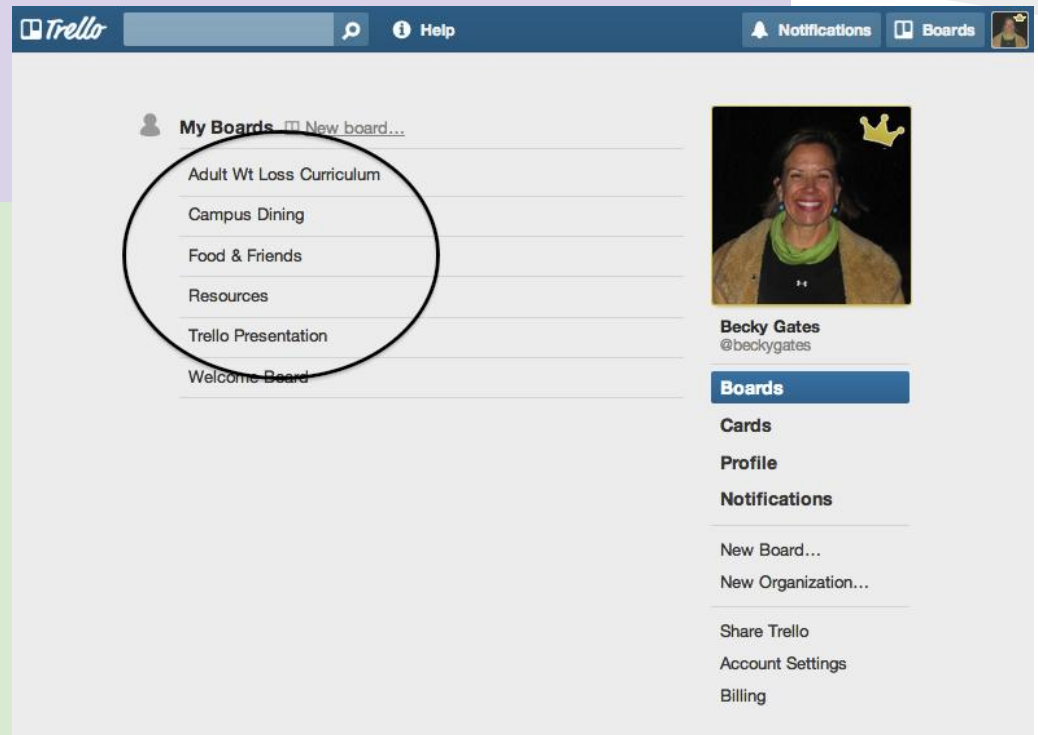
In one screen, you can see the status of a project:

- Tasks involved
- Status of tasks
- To whom tasks are assigned
- Due dates assigned to tasks
- Content of tasks

Using Trello - Boards, Lists, Cards

What's a Board?
A board is anything
you want to organize.

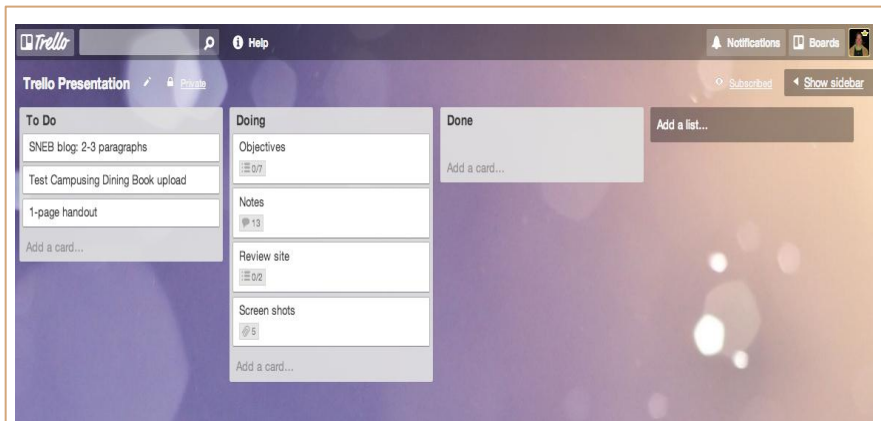
Welcome Board
Helpful!
Examples of Trello Features



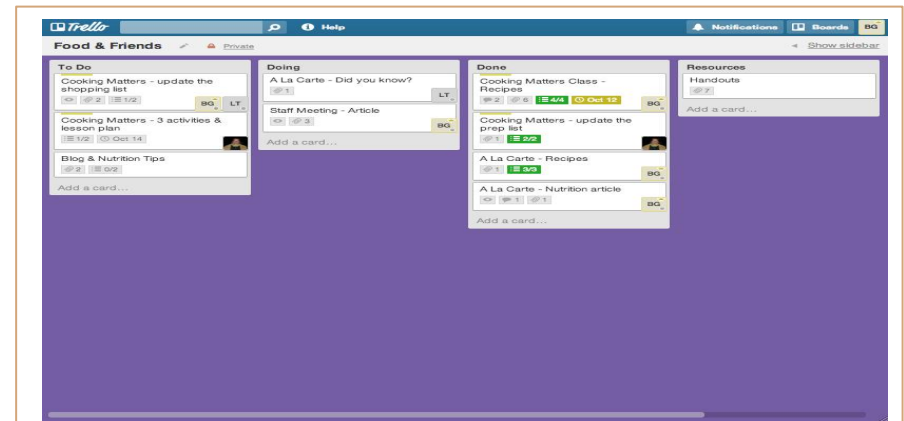
Using Trello - Boards, Lists, Cards

Boards contains many **lists**: To Do, Doing, Done, and custom.

Lists can contain many **cards**.

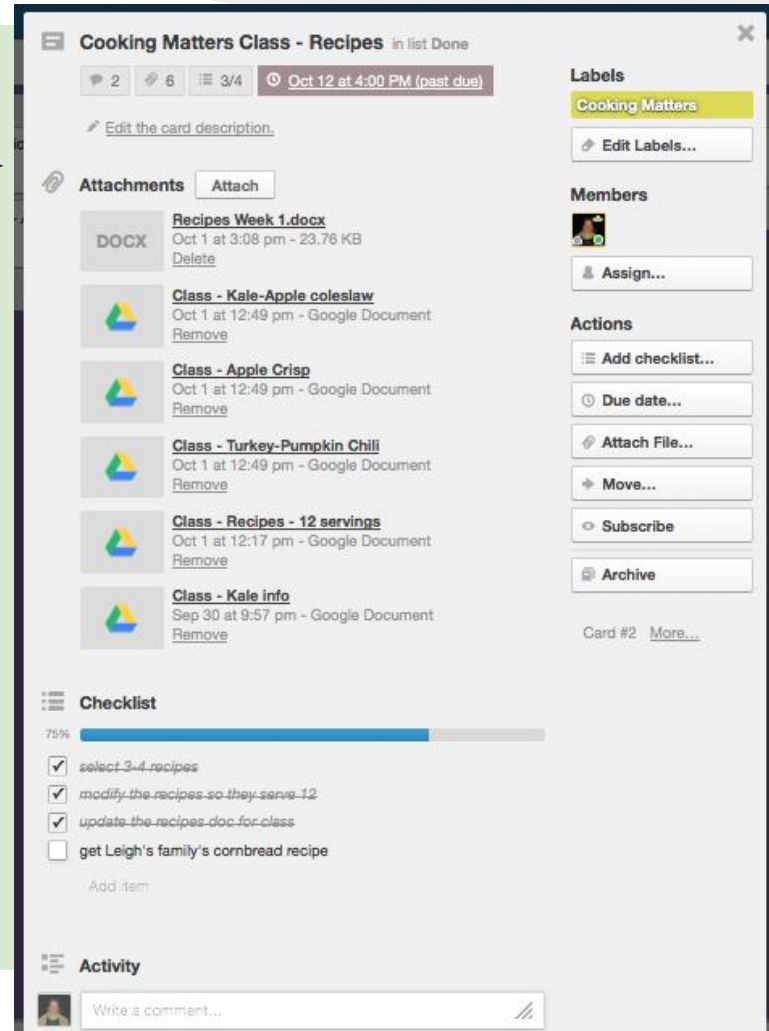
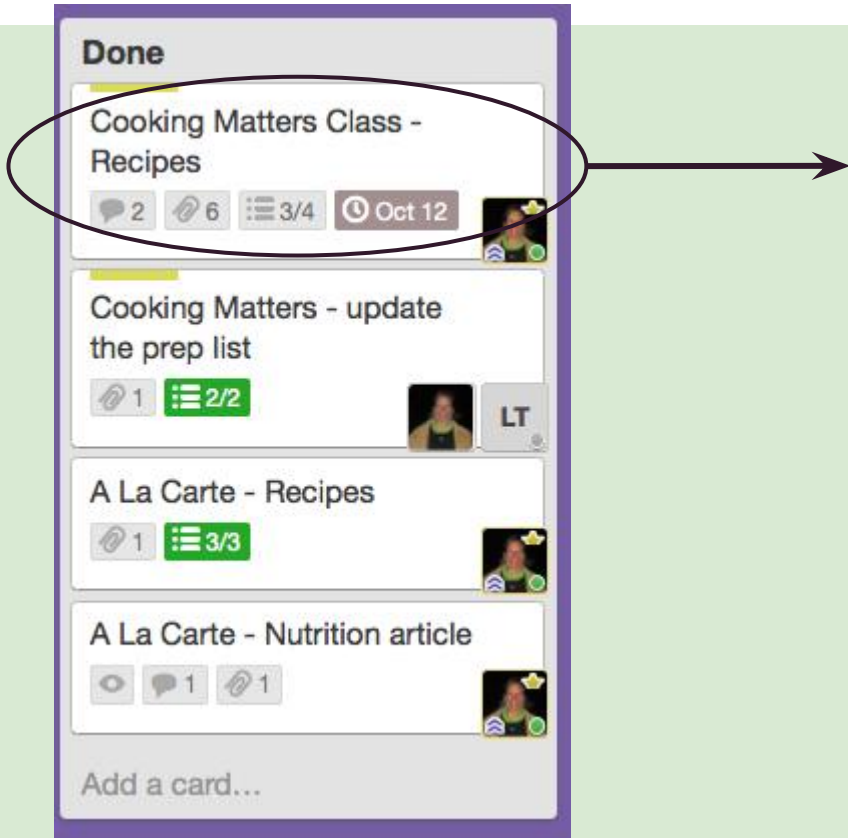


Trello board with default lists:
To Do, Doing, Done

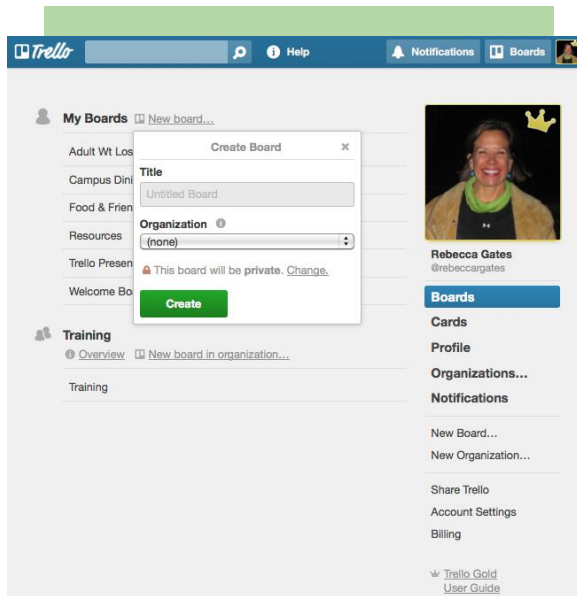


Trello board with default lists and a
custom list (Resources)

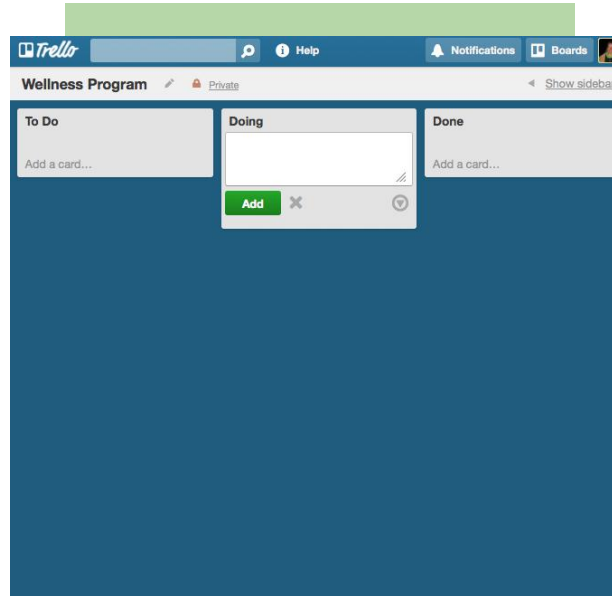
Using Trello - Cards



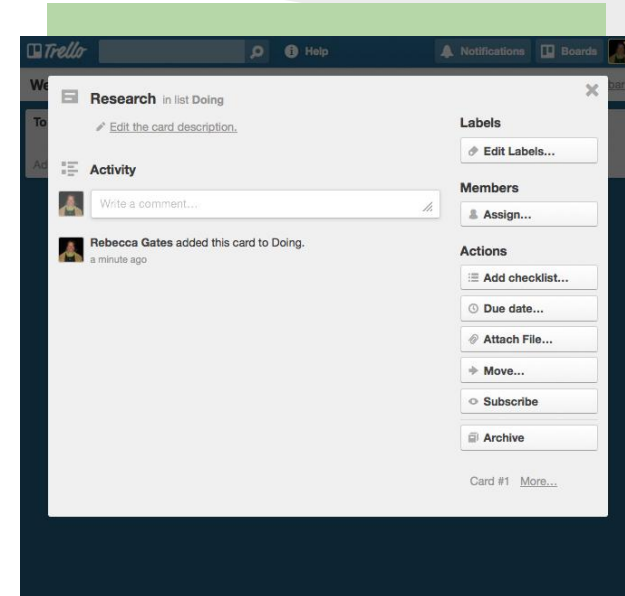
Trello in Use - New Boards



1. New board...



2. Add a card...



3. Open the card,
get specific!

Trello in Use - Existing Boards

Starting a task

Move card from To Do to Doing

Tasks in progress

Add comments

Submit documents for review

Update checklists

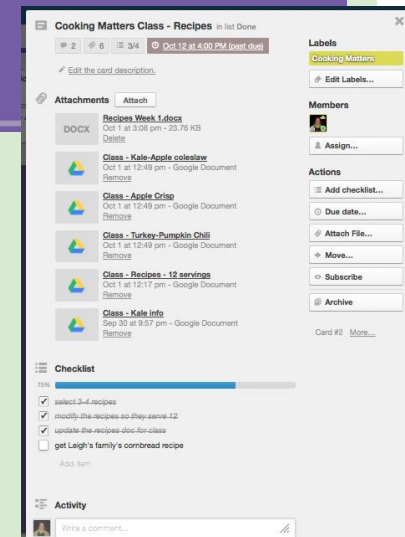
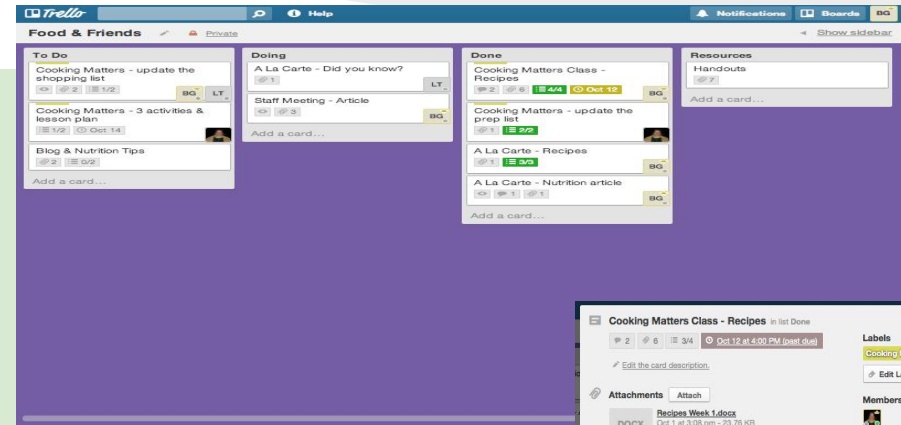
Completing tasks

Move card from Doing to Done

Submit final assignments as an attachment

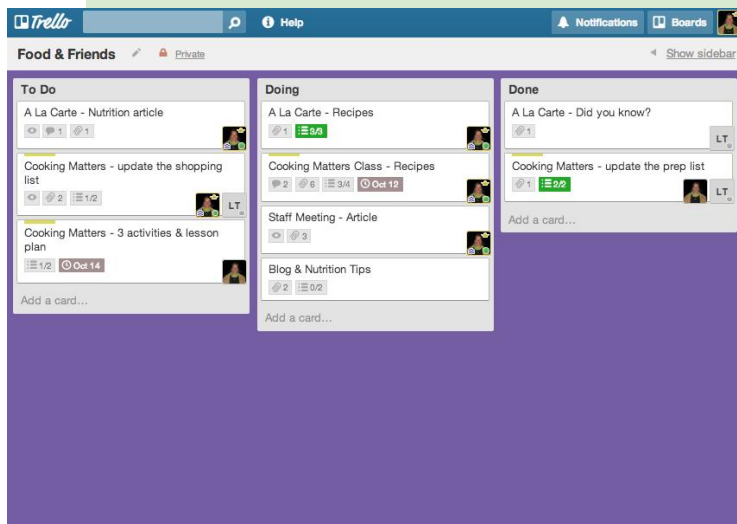
Update checklists

Add comments

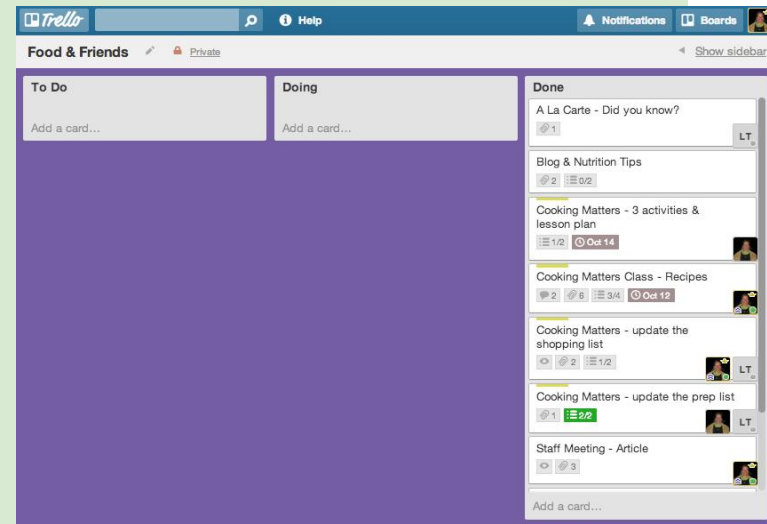


Trello in Use

Drag and drop cards between lists.
Drag and drop card rankings in a list.



Progress !



Trello in Use

Trello's Welcome Board

The screenshot shows the Trello web interface for a "Welcome Board". The top navigation bar includes the Trello logo, a search bar, a "Help" button, and "Notifications" and "Boards" menus. The board title "Welcome Board" is displayed with a "Private" lock icon and a "Show sidebar" link. The board is organized into three columns: "Basics", "Intermediate", and "Advanced".

Basics Column:

- Card: "Welcome to Trello!"
- Card: "This is a card." (1 vote)
- Card: "Click on a card to see what's behind it." (1 comment)
- Card: Image of the Trello owl mascot. Text: "You can attach pictures and files..." (2 attachments)
- Card: "... any kind of hyperlink ..." (1 comment)
- Card: "... or checklists." (1/3 checklist items)
- Bottom: "Add a card..."

Intermediate Column:

- Card: "Invite your team to this board using the Add Members button"
- Card: "Drag people onto a card to indicate that they're responsible for it." (3 members assigned)
- Card: "Use color-coded labels for organization" (3 labels)
- Card: "Make as many lists as you need!"
- Card: "Try dragging cards anywhere."
- Card: "Finished with a card? Archive it."
- Bottom: "Add a card..."

Advanced Column:

- Card: "To learn more tricks, check out the guide." (1 attachment)
- Card: "Use as many boards as you want. We'll make more!" (1 attachment)
- Card: "Want to use keyboard shortcuts? We have them!" (1 attachment)
- Card: "Want updates on new features?" (1 attachment)
- Card: "Need help?" (1 attachment)
- Card: "Want current tips, usage examples, or API info?" (1 attachment)
- Bottom: "Add a card..."

Trello in Use



Two ways to upgrade:

1. One free month of Trello Gold for every person referred to Trello, up to 12 months.
2. \$5 per month or \$45 per year.

What you get:

- ★ Additional stickers and board backgrounds.
- ★ Upload your own stickers, backgrounds, emoji.
- ★ Larger attachments.
- ★ A *very rare* crown for your avatar.



Trello in Use



What you get:

- ★ Google Apps integration
- ★ Bulk export
- ★ A read-only observer role
- ★ Extra administrative control

\$25 per month
or \$200 per year

Trello's Use in Nutrition and Health

Use for personal or collaborative efforts

- Project management
- Repository for Internship Rotation work
- Document review process
- Recruiting, candidate management
- Client management for private consulting
- Tracking career development, continuing education efforts

Companies Using Trello

Trello is loved by people at organizations both big and small!

chartbeat

freshdirect



tumblr



turntable



Adobe

THE VERGE



The New York Times





“Trello is free forever... everything that's free today will be free tomorrow and forever.”



iPhone & iPad



Android



Windows 8

Plus browser extensions

<https://trello.com/>

<https://trello.com/b/nPNSBZjB/trello-resources>



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? Questions? ?
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Thank you!