# TOOL SHEET

## TRELLO

Trello is a free online collaborative task management tool.

### Access

Download the app or go to https://trello.com/home

### Equipment

and / or

### Public

Accessible to all

### Level

★☆☆

### Video tutorial

Click on the monkey wrench:

## Description

Are you tired of endless meetings for simple progress updates? Do you work with several people on a project and would like to facilitate exchanges or have greater visibility over everyone's tasks?
The solution is to use a task manager like Trello.

## Use

It's a rather intuitive tool, divided into 3 main elements:
- tables: a table brings together all the information on a project, and can be shared with different people and in different forms (the free version lets you manage up to 10 tables at the same time).
- lists: you can create an unlimited number of lists within a table, rename them and organize them; for example, a "To Do" list, an "In Progress" list and a " Done" list.
- cards: within lists, you can create cards corresponding to tasks. For each card, you can assign certain members and add comments, links, attachments, checklists, deadlines, labels... You can then drag cards from one list to another (e.g. drag a task from the "In progress" list to the " Done" list).

## Testimony

Click on the TV on the right to discover a video testimony: