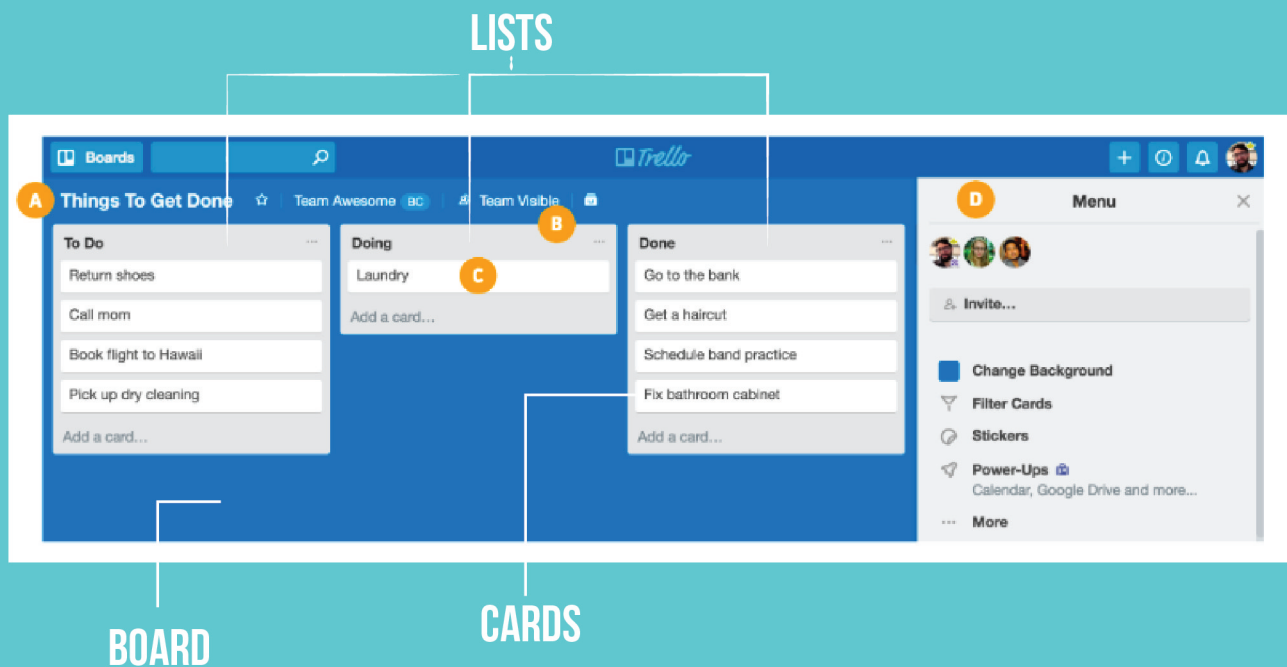# WHAKAARO FACTORY'S GUIDE TO USING Trello

Trello is an app that lets you organise anything in our life that you need to say on top of, from business to a party, to a big move can be solved with Trello boards.

This is a trello board. A Trello board is a series of lists, with a bunch of cards attached.
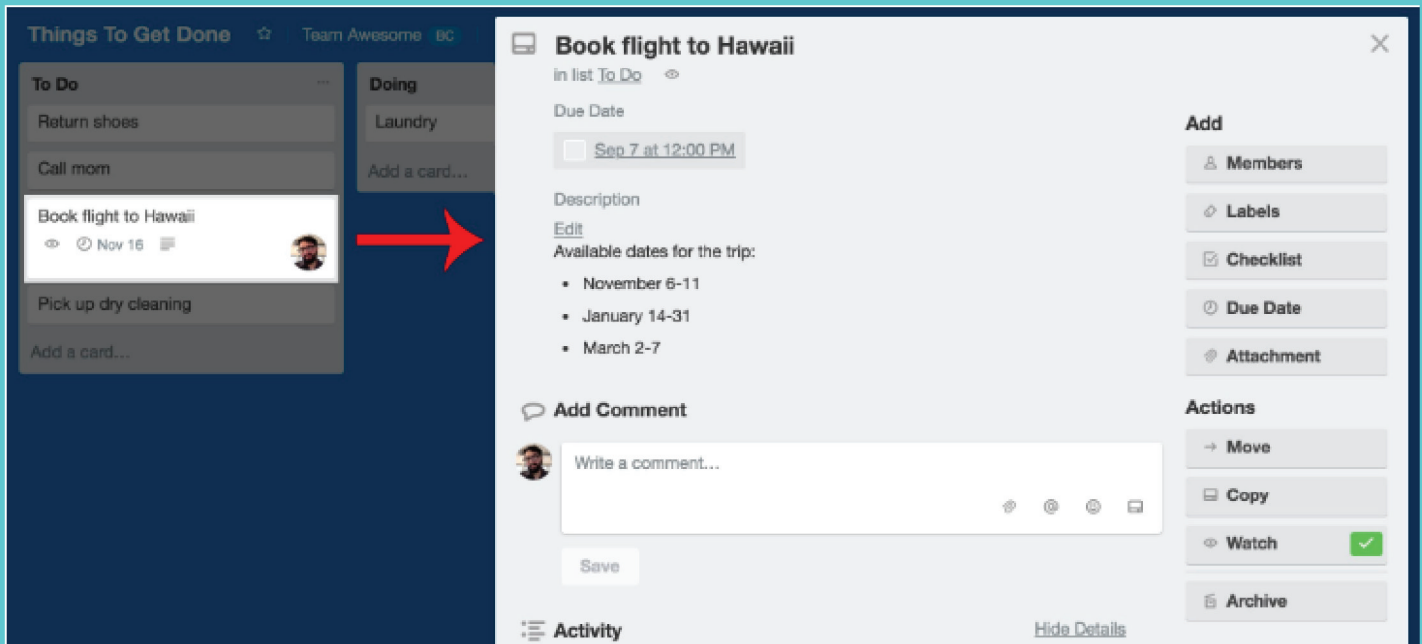
LISTS

BOARD

CARDS

Lists - Lists keep cards (C) organized in their various stages of progress. They can be used to create a workflow where cards are moved across lists from start to finish, or simply act as a place to keep track of ideas and information. There's no limit to the number of lists you can add to a board, and they can be arranged however you like.

Boards - A board represents a project or a place to keep track of information. Whether you are launching a new website, or planning a vacation, a Trello board is the place to organize your tasks and collaborate with your colleagues, family, or friends.
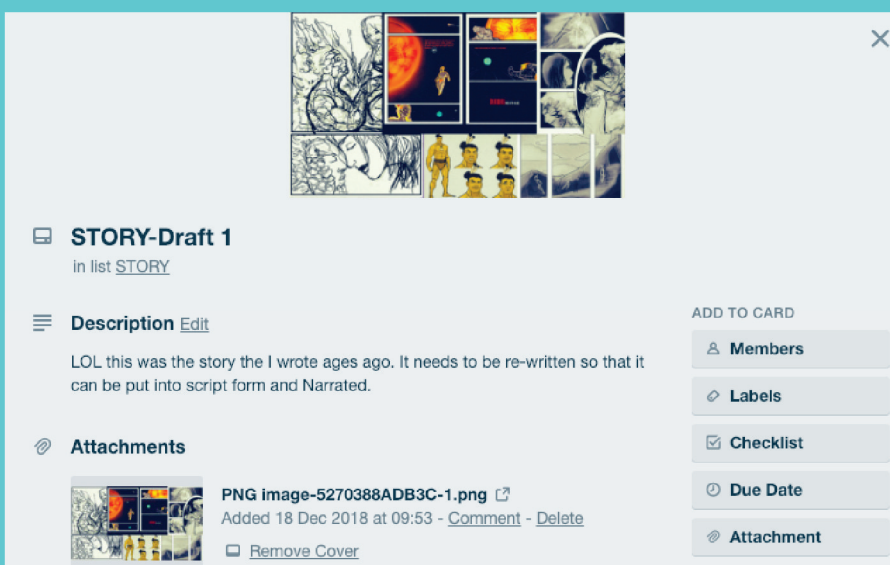
Cards - The fundamental unit of a board is a card. Cards are used to represent tasks and ideas. A card can be something that needs to get done, like a blog post to be written, or something that needs to be remembered, like company vacation policies. Just click "Add a card…" at the bottom of any list to create a new card, and give it a name like "Pick up the dry cleaning" or "Write a blog post."

HOW TO GIVE US FEEDBACK:

Whakaaro FACTORY

Comments and activity – comments can be added to cards when communicating and collaborating with members, like giving feedback or updates. @membername or @teamname and they will receive a notification in Trello. The activity feed is a timeline of all the comments and actions on a card. When you tag us in any feedback that you do have, we get a notification on all of our devices to ensure that we can get onto that mahi right away.
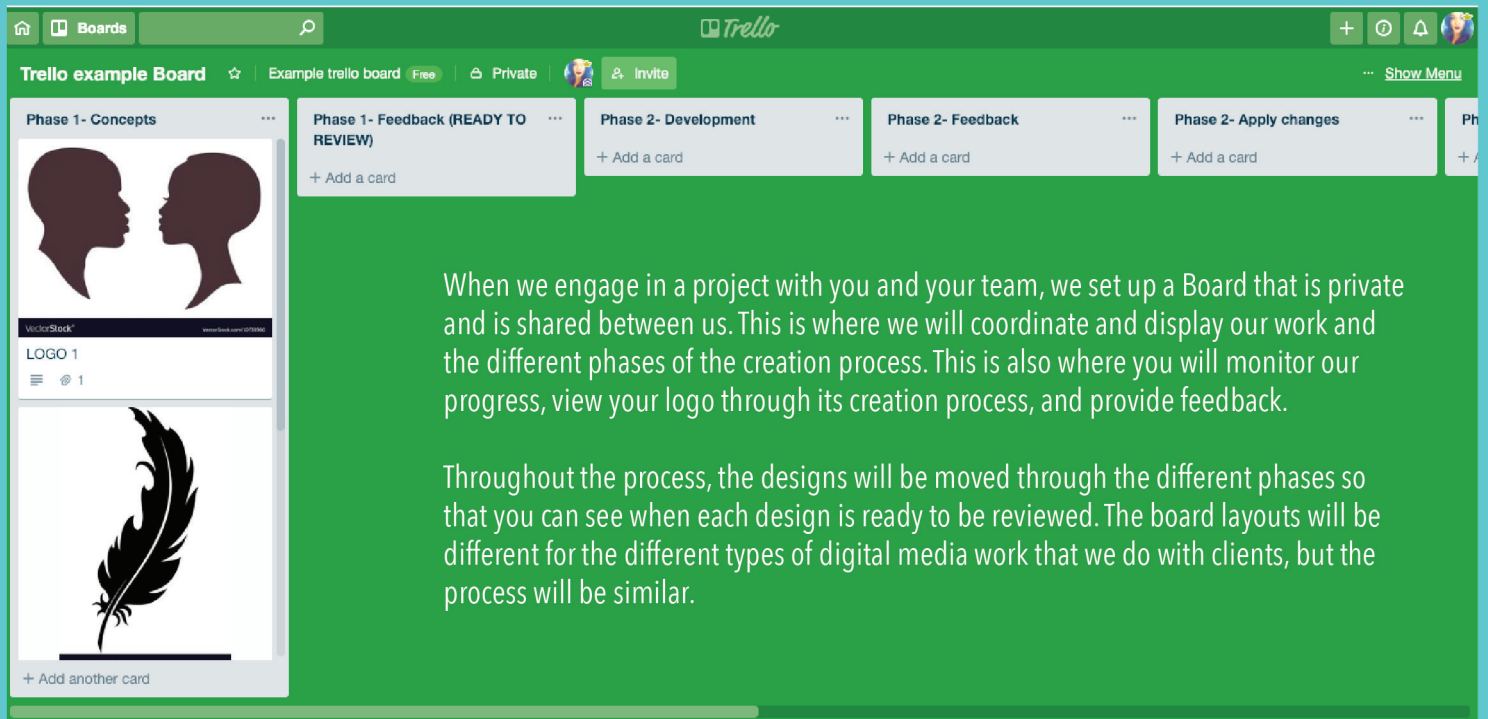
HOW TO HELP US UNDERSTAND YOUR VISION

Trello is very much a collaboration tool, so we encourage our clients to guide us to understanding your vision. You can do this by attaching reference images to cards. There will be specific client section in the baord for you to do so.

THE GENERAL BOARD SETUP

When we engage in a project with you and your team, we set up a Board that is private and is shared between us. This is where we will coordinate and display our work and the different phases of the creation process. This is also where you will monitor our progress, view your logo through its creation process, and provide feedback.

Throughout the process, the designs will be moved through the different phases so that you can see when each design is ready to be reviewed. The board layouts will be different for the different types of digital media work that we do with clients, but the process will be similar.

If you have any questions, feel free to contact us, we are pretty good at using trello now and think its the best tool in the world, so we are very happy to assist you and give you some tips and tricks when you need them, otherwise I would highly encourage you to have a tutu and explore what Trello has to offer!

We hope this HOW TO booklet was informative and gives you a good idea of how this all works. We will most likely send you an invitation to Trello if you're not already on it, and then get your project all set up and ready to go.

Thank you for taking the time to read this.

Mauri Ora!

Ani-Oriwia Adds and the Whakaaro Factory team.