

New Task Prompt

OurCompose > New task

Title

Preview B I S Q " ≡ </>

Write your text in Markdown

Tags

☐ Create another task ☐ Duplicate to multiple projects

Save or cancel

Color: Yellow

Assignee: Unassigned Me

Assigned Group: Unassigned

Other Assignees

Category: No category

Swimlane: Emergency

Column: Backlog

Priority: 0

Due Date: 2020/12/03 00:30

Start Date: 2020/12/03 00:30

Original estimate: hours

Time spent: hours

Complexity:

Reference:

This view will pop up every time you go to create a task. Everything can be changed after the task is created, so don't worry! Nothing is permanent. Also, the only thing that is REQUIRED is the title of the task. The rest of it can be filled in later if necessary.

You will also see this screen every time you to to edit a task, so if it looks familiar, that's because it is!

Setting Expectations

The description should answer three questions. And it's OK to steal this template and format the descriptions of your task exactly like this!!!

- **WHY:**
 - The initial rationale or reason for a task to be done
- **DONE:**
 - This should describe the desired outcome.
- **HOW:**
 - A high-level outline of what it might take to get there.

Revision #5

Created 3 December 2020 05:30:52 by andrewcz

Updated 2 April 2021 03:10:36 by andrewcz