

New Task Prompt

The screenshot shows a 'New task' form in a dark theme. At the top left, it says 'OurCompose > New task'. Below this is a 'Title' input field. Underneath the title is a toolbar with icons for 'Preview', bold (B), italic (I), strikethrough (ABC), link, quote, list, and code (</>). The main body is a large text area for 'Write your text in Markdown'. Below the text area is a 'Tags' input field. At the bottom left, there are two checkboxes: 'Create another task' and 'Duplicate to multiple projects', followed by a 'Save or cancel' button. On the right side, there are several configuration options: 'Color' (Yellow), 'Assignee' (Unassigned), 'Assigned Group' (Unassigned), 'Other Assignees' (empty), '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' (empty) hours, 'Time spent' (empty) hours, 'Complexity' (empty), and 'Reference' (empty).

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.

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