

Checklists

Checklists provide a straightforward way to track tasks that need completing. They're simpler than kanban boards; just a list of items that can be ticked off as they're done.

Creating a checklist

1. Open the gathering and click the **Checklists** tab
2. Click **+ New Checklist**
3. Give the checklist a name (e.g. "Kitchen prep", "Venue setup", "Post-gathering cleanup")
4. Add items to the checklist

Checklist items

Each item in a checklist can have:

Feature	Description
Text	The task description
Due date	When it needs to be done by
Assignee	A member of the organiser team
Notes	Additional context or details
Completed	Whether the item has been ticked off

When someone completes an item, the system records who completed it and when.

Planning phases

Checklists support planning phases that align with the gathering timeline. The available phases are:

- **Three months before**
- **Two months before**
- **One month before**
- **One week before**
- **During** the gathering
- **Post** gathering

If you don't specify a phase, the system auto-detects the current phase based on the gathering dates. This is useful for filtering; you can quickly see just the items that are relevant right now.

Tracking progress

The checklist progress view shows:

- Overall completion rate across all checklists
- Per-phase completion rates with progress bars
- A list of overdue items that need attention

This gives you a quick health check on how planning is going without needing to open each checklist individually.

Tips

- Use checklists for recurring tasks that are the same for every gathering (e.g. "order firewood", "set up first aid kit")
- The template support means you can create a standard checklist and reuse it across gatherings
- Combine checklists with kanban boards: use checklists for simple "done/not done" tracking and kanban for more complex tasks that need discussion and assignment
- Check the overdue items list regularly as the gathering approaches

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