

Kanban Boards

Kanban boards give your organiser team a visual way to track tasks. Cards move through columns (e.g. "To Do", "In Progress", "Done") so everyone can see what needs doing and what's already been handled.

Board types

Each gathering can have multiple kanban boards, each with a type that reflects when the tasks apply:

Type	Purpose
Planning	Pre-event tasks (venue booking, shopping lists, form setup)
During	Tasks to manage during the gathering itself (kitchen rota, ritual prep)
Post	Post-event wrap-up (cleaning, thank-you messages, financial summary)

Creating a board

1. Open the gathering and click the **Kanban** tab
2. Click **+ New Board**
3. Give the board a name and select a type
4. The board is created with default columns; you can rename or add columns as needed

Working with columns

Columns represent the stages a task moves through. A typical setup might be:

- **To Do:** tasks that need doing
- **In Progress:** tasks someone is actively working on
- **Done:** completed tasks

You can add, rename, reorder, or remove columns to fit your workflow.

Working with cards

Cards represent individual tasks. Each card supports:

Feature	Description
Title	A short description of the task
Priority	LOW, MEDIUM, HIGH, or URGENT
Due date	When the task needs to be completed by
Category	A label for grouping (e.g. kitchen, accessibility, ritual, logistics)
Assignee	A member of the organiser team responsible for the task
Comments	A threaded discussion on the card for collaboration

To create a card, click **+ Add Card** at the bottom of any column. Drag cards between columns as their status changes.

Tips

- Keep card titles short and action-oriented (e.g. "Book venue" rather than "We need to book the venue")
- Use priorities to highlight what's urgent; the URGENT level is useful for last-minute tasks during a gathering
- Assign cards to specific team members so it's clear who's responsible
- The comments feature is handy for quick updates without needing a separate chat thread
- Consider creating separate boards for different phases rather than one massive board

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