# Kanban Board

**Purpose:** This document provides a visual Kanban-style task board to help Agile or Lean teams manage and track work across various workflow stages, including tasks to do, in progress, and completed.

## Project Information

* **Project Name:** {projectName}
* **Team Name:** {teamName}
* **Date:** {date}
* **Board Owner:** {boardOwner}

## Board Columns

|  |  |  |
| --- | --- | --- |
| **To Do** | **In Progress** | **Done** |
| {#todoTasks}* **{title}***{description}*Assigned to: {assignee}

{/todoTasks} | {#inProgressTasks}* **{title}***{description}*Assigned to: {assignee}

{/inProgressTasks} | {#doneTasks}* **{title}***{description}*Completed by: {assignee}

{/doneTasks} |

## Team Members

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Email** |
| {#teamMembers}{name} | {role} | {email}{/teamMembers} |

## Notes & Follow Ups

{#notes}

* **{noteTitle}**: {noteContent}

{/notes}