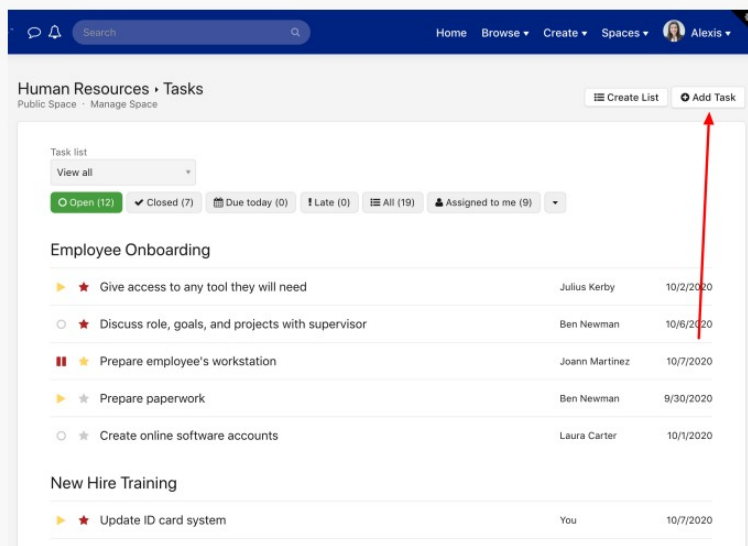
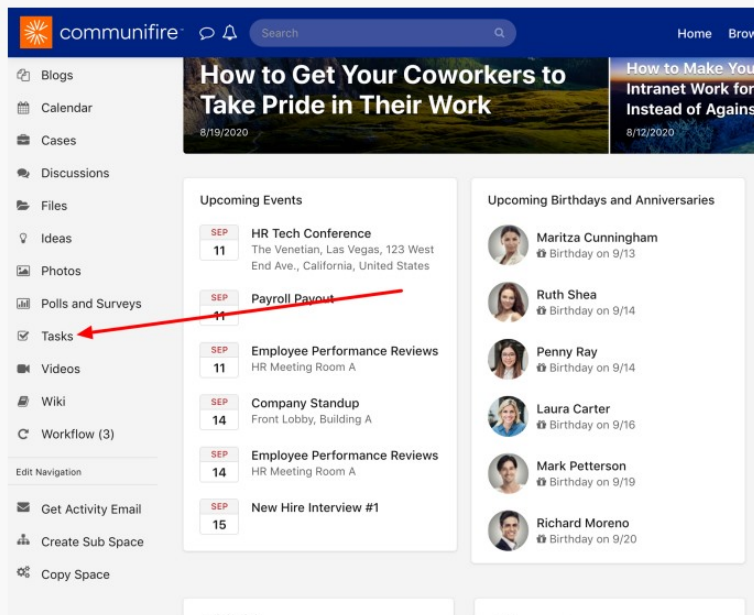


Create Task

Version 5

Published 2/2/2017 09:16 PM by [Anonymous User](#) Last updated 11/18/2020 05:54 PM by [Grace Kamau](#)



Fill out the following sections:

- **Task name:** The name of the task
- **Due Date:** When the task should be completed by (Optional)

- **Description:** A description of the task (Optional)
- **Task list:** The list to create this task in
- **Assigned to:** Who should complete the task. The user will receive a notification that they have been assigned a task.
- **Followers:** Add followers for the task and they will get notifications when the task is updated or commented on
- **Attachments:** Add files relevant to the task. Drag and drop files into the area, or click Select Files.
- **Estimated time:** How long in hours the task will take (Optional)

tags : member