

# #2 - Microsoft Planner

## Transcript

00:00:03.070 --> 00:00:15.259

Alex Gallegos: Alright. Well, we're a few minutes past the top of the hour. So I'm gonna go ahead and start the recording. Thanks everybody for taking a little bit of time out of your day to review Microsoft Planner. I know

00:00:15.360 --> 00:00:27.310

Alex Gallegos: there's a bunch of changes coming as we move from Trello over to Planner. So if you do have any questions during the demonstration, please feel free to stop me at any point

00:00:27.720 --> 00:00:31.919

Alex Gallegos: and let me know, and we'll try to get those addressed, but otherwise

00:00:33.700 --> 00:00:37.330

Alex Gallegos: we'll go ahead and dive in to our agenda.

00:00:37.790 --> 00:00:44.520

Alex Gallegos: We're going to go through all the basic functions kind of from stem to stern for

planner

00:00:44.820 --> 00:01:06.949

Alex Gallegos: from the very basics of how to create new tasks and buckets, how to assign tasks to people, and then some of the features that you can add to some of the cards, including assigning notes, attachments, putting some checklists on the cards, how you can tag and sort some of the cards in order to make your life just a little bit easier.

00:01:07.350 --> 00:01:37.069

Alex Gallegos: We'll talk about some of the scheduling that you can do within the tool how to move cards between buckets within a plan and how to move them to a different plan entirely if the need arises. And finally, we'll talk about some of the integration that we have with teams and outlook. It's all built in out of the box because it's all part of the Microsoft tool set. So there's very little, if anything, additional, that needs to be done in order to get

00:01:37.080 --> 00:01:38.420

Alex Gallegos: some of that working.

00:01:38.980 --> 00:01:44.159

Alex Gallegos: So I have a demonstration machine here. Let me switch over to that.

00:01:51.510 --> 00:01:55.220

Alex Gallegos: Let me know when you all can see our demo machine here.

00:02:04.270 --> 00:02:05.869

Alex Gallegos: Great, thank you.

00:02:06.040 --> 00:02:19.460

Alex Gallegos: So let me start with the easiest part, which is how we actually access planner. Now, there's a couple of ways. But let's start with just opening up a web browser. And we're just gonna go to Officecom.

00:02:19.740 --> 00:02:28.199

Alex Gallegos: This is the way we can access most of, if not all, of the Microsoft tool set out in office 3, 65.

00:02:28.260 --> 00:02:31.859

Alex Gallegos: But once I open up the office portal.

00:02:32.390 --> 00:02:42.209

Alex Gallegos: If I go to this little 3 dots menu on the left. This is my app launcher. It shows me all of the apps that I've used on a regular basis.

00:02:42.580 --> 00:02:56.700

Alex Gallegos: Planner might not show up here like it doesn't for my demonstration user. But if that's the case, it just means that I haven't used Planner very often. I can always go down here to explore all your apps.

00:02:56.780 --> 00:02:59.930

Alex Gallegos: and then from this list here.

00:03:01.880 --> 00:03:03.490

Alex Gallegos: once it pulls up.

00:03:09.480 --> 00:03:11.470

Alex Gallegos: then I can find

00:03:11.940 --> 00:03:15.960

Alex Gallegos: Planner on this list. The easiest thing to do is just go all apps

00:03:16.000 --> 00:03:19.980

Alex Gallegos: and show me planner. There we are

00:03:20.300 --> 00:03:24.229

Alex Gallegos: should also be able to. Yeah, there we go open in a new tab.

00:03:30.620 --> 00:03:35.250

Alex Gallegos: Another thing I can do if I want to. So I can just go directly to

00:03:35.650 --> 00:03:36.743

Alex Gallegos: tasks. Dot.

00:03:37.340 --> 00:03:38.560

Alex Gallegos: Thank you, chrome.

00:03:38.630 --> 00:03:39.789

Alex Gallegos: Appreciate you

00:03:40.470 --> 00:03:43.070

Alex Gallegos: tasks.office.com.

00:03:44.770 --> 00:03:54.219

Alex Gallegos: and that'll take me directly to the same place. So for the purposes of this demonstration, I've already got a plan

00:03:54.240 --> 00:03:55.380

Alex Gallegos: created

00:03:55.420 --> 00:04:01.820

Alex Gallegos: for one of our favorite employees here. Keana Reeves, and you can notice

00:04:01.970 --> 00:04:08.829

Alex Gallegos: right away when I log in. The first thing it does is it tells me that there were some changes that were made to the plan

00:04:08.890 --> 00:04:10.470

Alex Gallegos: while I was away.

00:04:10.710 --> 00:04:12.710

Alex Gallegos: which helps

00:04:12.810 --> 00:04:28.880

Alex Gallegos: get me caught up right away on any changes that somebody else might have made. So let's start to look at some of these features available. So just like the way Trello is set up. We have

00:04:29.700 --> 00:04:34.330

Alex Gallegos: buckets with individual tasks on individual cards

00:04:34.900 --> 00:04:36.419

Alex Gallegos: that should be

00:04:36.700 --> 00:04:39.540

Alex Gallegos: a paradigm that we're all pretty familiar with

00:04:39.550 --> 00:04:45.129

Alex Gallegos: just the same as in Trello. I can create a new bucket.

00:04:45.360 --> 00:04:48.490

Alex Gallegos: Let's go ahead and create one. Now

00:04:48.690 --> 00:04:56.839

Alex Gallegos: and then I can go ahead and add a new task to that. Let's say, oh, you know what I want to finalize

00:04:59.540 --> 00:05:09.410

Alex Gallegos: my strategic plan, and then I can either hit, enter, or just click on add task there. If I just want to add a whole bunch in a row, one right after another.

00:05:10.230 --> 00:05:36.494

Alex Gallegos: and then I can start to drill into the details on this card and add some more specific information. For example, I can assign this task to a specific user. So let me go ahead and assign this one to let's assign it to Alex and assign this one to Paul. They're actually gonna work together on this task.

00:05:37.673 --> 00:05:41.899

Alex Gallegos: And once I've done that pretty quickly.

00:05:42.650 --> 00:05:45.549

Alex Gallegos: me pull up my own inbox here

00:05:47.995 --> 00:05:53.695

Alex Gallegos: within just a couple of minutes, I'll have an email that comes through to my inbox, which I'll show you

00:05:54.020 --> 00:05:56.990

Alex Gallegos: that says that I have a

00:05:57.100 --> 00:06:00.739

Alex Gallegos: task available. It's been assigned to me

00:06:00.850 --> 00:06:02.060

Alex Gallegos: so

00:06:03.380 --> 00:06:06.470

Alex Gallegos: didn't want to do that. So oh, come on.

00:06:07.160 --> 00:06:09.260

Alex Gallegos: I'm on the wrong task. That's why

00:06:09.660 --> 00:06:11.840

Alex Gallegos: there we go. There's my strategic plan.

00:06:14.420 --> 00:06:16.350

Alex Gallegos: Let's see

00:06:16.440 --> 00:06:26.748

Alex Gallegos: one thing that we can do. We can add notes to the task so I could add a little description of what I need to do

00:06:27.300 --> 00:06:28.390

Alex Gallegos: right up

00:06:29.180 --> 00:06:32.271

Alex Gallegos: strategic plan for the business.

00:06:33.410 --> 00:06:38.249

Alex Gallegos: And I can make sure that that shows up on the card. Now.

00:06:38.380 --> 00:06:43.950

Alex Gallegos: typically, a lot of people will just leave additional notes in the Notes section.

00:06:44.120 --> 00:06:56.350

Alex Gallegos: But another thing that people can do is they can leave added comments on the card which just allows you to keep track of

00:06:57.210 --> 00:07:00.329

Alex Gallegos: who made what contribution and when.

00:07:00.880 --> 00:07:03.900

Alex Gallegos: so I can come in on my own machine

00:07:07.230 --> 00:07:14.849

Alex Gallegos: and leave a comment that says, oh, I can take care of this next week, and that will show up in just a moment.

00:07:21.560 --> 00:07:32.700

Alex Gallegos: There we go. So there's the comment that I just left shows who made it, and what time that comment was made makes it a little easier to keep track of

00:07:33.400 --> 00:07:37.669

Alex Gallegos: who's making a contribution, and exactly what they're saying.

00:07:39.720 --> 00:07:42.460

Alex Gallegos: I can also add

00:07:43.200 --> 00:07:46.280

Alex Gallegos: other items to the list. I can add attachments.

00:07:46.650 --> 00:07:55.910

Alex Gallegos: so I can either upload an attachment directly from my computer, or I can add a link to a file out on the Internet somewhere.

00:07:56.000 --> 00:08:11.179

Alex Gallegos: If I have a file already in teams or onedrive, then I can go ahead and attach that here, and in fact, it's already given me some recommended

00:08:11.220 --> 00:08:25.609

Alex Gallegos: documents that it's found that might be related. So, for example, this document from my onedrive, I can just go ahead and click. Add here if I want to, and that

00:08:25.710 --> 00:08:51.949

Alex Gallegos: attachment is automatically added to the card. It's shared automatically with everybody that needs access to it. And same thing. If I want, I can click show on card. And then anybody that comes into the plan can just click right here on the document, and it'll open up directly in word so they can view it. Edit it. Make changes to it. And they don't have to

00:08:52.430 --> 00:09:03.830

Alex Gallegos: download a copy from email or any other source. And this document can live in my onedrive. It can live in teams. It can live pretty much anywhere that I want it to.

00:09:07.310 --> 00:09:13.839

Alex Gallegos: Checklists are another piece that's pretty useful. So, for example, I have this

00:09:13.970 --> 00:09:17.509

Alex Gallegos: list of monthly car maintenance tasks that

00:09:17.560 --> 00:09:19.310

Alex Gallegos: Keanu has

00:09:19.380 --> 00:09:25.450

Alex Gallegos: that is not assigned to anybody right now, and so I could create

00:09:25.988 --> 00:09:27.899

Alex Gallegos: bunch of different cards

00:09:27.920 --> 00:09:31.520

Alex Gallegos: for all of these different tasks that I

00:09:32.090 --> 00:09:53.080

Alex Gallegos: need people to do. I could have one for checking the tire pressure and rotating tires, changing oil, etc. But it's a lot easier, especially if I'm gonna assign these to a single person to create one single task with sub items beneath it, and then that person can come through and say, Oh, you know what I've changed the T check the tire pressure. I've changed the oil.

00:09:53.380 --> 00:10:11.786

Alex Gallegos: I've washed it, and I've waxed it, but I haven't rotated tires or change the wiper blades yet, and so it'll keep track of everything that's been done. It'll tell us what the level of progress is on the task, so that we can keep track of all of those things.

00:10:12.530 --> 00:10:27.329

Alex Gallegos: Another thing that you might have noticed that we've already done on some of these tasks is to give them some tags. So, for example, this one is an errand that I need to run around town.

00:10:27.940 --> 00:10:39.319

Alex Gallegos: There are a couple of others that I could add some tags to, for example, by dog food. Now, that's that is an errand that's also

00:10:39.768 --> 00:10:44.550

Alex Gallegos: shopping task that needs to be done. And I could even

00:10:45.160 --> 00:10:47.870

Alex Gallegos: categorize these out in

00:10:48.150 --> 00:10:50.690

Alex Gallegos: more detail if I wanted to.

00:10:51.350 --> 00:11:00.979

Alex Gallegos: I can create any number of tags like I can apply this dark green tag, and if I want, I can just edit the label to be something else.

00:11:02.590 --> 00:11:03.600

Alex Gallegos: There we go.

00:11:03.760 --> 00:11:06.570

Alex Gallegos: all kinds of dog stuff perfect.

00:11:07.770 --> 00:11:12.029

Alex Gallegos: so it's pretty easy to

00:11:12.340 --> 00:11:17.169

Alex Gallegos: add different tags to a card

00:11:17.240 --> 00:11:18.370

Alex Gallegos: within the group.

00:11:18.550 --> 00:11:34.059

Alex Gallegos: And what that allows us to do is a couple of things. One right now, all of the tasks that we're showing are grouped by a bucket of whether they're dog care, carcare, part of an excellent adventure or business ideas.

00:11:34.570 --> 00:11:59.493

Alex Gallegos: But I can actually view these a lot of different ways I can view them by who they're assigned to, whether they're assigned to Paul myself. You notice this one is duplicated because it's applied to 2 separate people. I can group it by when it's due. Actually, if I've put any due dates into the task, I can group it by the priority. If I've specified whether it's

00:11:59.850 --> 00:12:15.826

Alex Gallegos: low priority, medium, high priority, etc. And I can even group it by those labels. So I can see whether it's an errand or a task, or related to dog stuff. I can also filter by all of these labels as well.

00:12:16.240 --> 00:12:41.480

Alex Gallegos: So what if I wanna say, what if I want to keep everything organized by bucket. I wanna see dog care and excellent venture all separately. But show me only the errands that I need to do. I can absolutely filter. By that I can filter only by tasks that are in progress, which right now there aren't any. I can even see everything that is completed, and

00:12:41.510 --> 00:12:45.699

Alex Gallegos: nothing that's not started or in progress.

00:12:46.260 --> 00:12:57.749

Alex Gallegos: So a lot of different ways, I can slice up the information in the plan and show either only what's relevant to me or only relevant to a certain

00:12:58.030 --> 00:13:25.099

Alex Gallegos: task category, etc. And that's all down to exactly how you and your team want to work together, and what schema you want to use to apply tags and filters, etc, so that'll be somewhat down to how your group works together. But there are several options available. So hopefully, that gives you a few ideas.

00:13:28.220 --> 00:13:31.489

Alex Gallegos: I'm going to clear this filter for now. So and I can see everything.

00:13:33.070 --> 00:13:37.709

Alex Gallegos: So let's talk a little bit more about task scheduling.

00:13:38.593 --> 00:13:55.766

Alex Gallegos: So you can see here I've been assigned a task to feed this dog that I have not done and then nobody's been assigned the task to give the dog water, and so that hasn't been done since the eighth of April. Poor dog.

00:13:56.220 --> 00:13:59.470

Alex Gallegos: So let's take care of a couple of those things.

00:13:59.990 --> 00:14:04.749

Alex Gallegos: First of all, I'm gonna say, this is an important priority.

00:14:05.170 --> 00:14:17.100

Alex Gallegos: You can see, I already have a start and end date on this of just one day. And that's because I've got recurrence on this task. So I have this one set to

00:14:17.190 --> 00:14:19.230

Alex Gallegos: happen every single day.

00:14:19.820 --> 00:14:29.489

Alex Gallegos: and you can actually see that if I check this off well, I watered the dog, and it immediately comes back and says, Oh, we also need to do this on the ninth.

00:14:29.560 --> 00:14:43.070

Alex Gallegos: And let's say we took care of that for the ninth, and then once again it shows up. And hey, now it needs to be done for the tenth as well, but it's no longer highlighting it as late because it is April tenth.

00:14:43.110 --> 00:14:56.147

Alex Gallegos: and so now we have until the end of the day to take care of this task, and then, once that's done, it'll show up again, ready for tomorrow for us to take care of that task.

00:14:56.560 --> 00:15:20.920

Alex Gallegos: I can also keep track of whether a task has been not started at all, whether it's totally complete, which, if it's totally complete. It's easier to just check the little tech box here, and then that puts it down in the complete category. But this one, for example, we've done 4 of the 6 items. So I can just say this task is in progress, and then, if I save that

00:15:21.360 --> 00:15:29.899

Alex Gallegos: we can see this little icon here that indicates that somebody started on this task. But they haven't finished it just yet.

00:15:30.040 --> 00:15:42.119

Alex Gallegos: So the nice thing about setting dates on some of these tasks is by default we get dropped into this board view, but there are other views available.

00:15:42.680 --> 00:16:02.860

Alex Gallegos: We can look at a chart that shows us here's all of our tasks. How many haven't even been started? How many are in progress currently, and how many are late or behind schedule, which the only one that's still late right now is this poor dog still hasn't been fed, so we'll take care of that in a minute.

00:16:03.250 --> 00:16:05.290

Alex Gallegos: and we can also see how many tasks

00:16:05.310 --> 00:16:13.370

Alex Gallegos: have been completed over time. One of my favorite views that gets a little underutilized is the schedule view.

00:16:13.860 --> 00:16:27.729

Alex Gallegos: especially if we look at it in week view. We can see. These are now kind of color coded by the tags that we put on them, and it'll show me. Oh, hey! What needs to be done each and every day, including the recurring tasks

00:16:27.770 --> 00:16:41.850

Alex Gallegos: that will need to be done on a recurring basis, so that we can keep track of all of those. I can also hide tasks that will recur in the future, so that I can only look at the

00:16:41.860 --> 00:16:57.010

Alex Gallegos: most recent instance of all of those, especially if there's tasks that are recurring, but are falling behind for some reason that makes it a little easier for me to see that information. And granted, this is probably not

00:16:57.040 --> 00:17:02.570

Alex Gallegos: very important for all of these recurring tasks, but if we go back to the board

00:17:02.990 --> 00:17:22.830

Alex Gallegos: and we start on a project that has a little longer timeframe, for example, this one that we can start on the tenth and say it's due on the thirtieth of April. Well, then, once we go into the schedule view. It's easier to see that we have

00:17:24.930 --> 00:17:44.309

Alex Gallegos: tasks that are proceeding for a longer amount of time, and we can kind of start to figure out how full, how stacked is any one given day? Is one person overloaded on one day and another person hardly has anything do and the same as before. I can always filter

00:17:44.450 --> 00:17:52.710

Alex Gallegos: this information the same as I could on all the other pages, so I can say, Oh, Alex doesn't really have a lot going on this week.

00:17:52.950 --> 00:17:55.300

Alex Gallegos: Paul doesn't have a lot going on this week

00:17:55.460 --> 00:17:57.660

Alex Gallegos: and try to

00:17:57.790 --> 00:18:02.590

Alex Gallegos: balance my assignments that way if I am so inclined.

00:18:04.090 --> 00:18:05.960

Alex Gallegos: Let's see

00:18:06.040 --> 00:18:15.069

Alex Gallegos: one of the last things for us to talk about. Unless anybody has any questions is how to

00:18:15.210 --> 00:18:28.523

Alex Gallegos: actually move items around in here. If you wanna move items in one plan from one bucket to another, that's pretty easy. You can just drag and drop them super easy.

00:18:29.760 --> 00:18:31.880

Alex Gallegos: You can also

00:18:32.470 --> 00:18:40.822

Alex Gallegos: click on the little 3 dots menu if you want, and you can either copy a task if you need to.

00:18:42.185 --> 00:18:44.840

Alex Gallegos: Duplicate one exactly.

00:18:45.370 --> 00:18:50.130

Alex Gallegos: and then we'll have 2 copies of exactly the same task.

00:18:50.410 --> 00:18:58.619

Alex Gallegos: or if we need to move a task, we can easily move it to a different bucket within the same board.

00:18:58.760 --> 00:19:08.109

Alex Gallegos: or if I have a second plan, this is kind of similar to the way some of the items were being moved

00:19:08.150 --> 00:19:28.204

Alex Gallegos: from one entire trello board to another Trello board. What I can say is, you know, this actually doesn't need to be a bucket on this board. This needs to be part of my business development plan. And I'm gonna say, this needs to be part of my strategic plan. And I'm going to move the entire task

00:19:28.600 --> 00:19:31.700

Alex Gallegos: over to this second plan.

00:19:32.260 --> 00:19:33.929

Alex Gallegos: and sure enough.

00:19:34.050 --> 00:19:47.700

Alex Gallegos: it now shows up here, along with the people that I assigned it to the attachment, the comments, everything moves along with the along with the card from one board to another.

00:19:48.790 --> 00:19:56.749

Alex Gallegos: The last thing I really want to talk about let me assign a few tasks directly to our demonstration user.

00:20:09.810 --> 00:20:16.449

Alex Gallegos: So these are a couple examples from my inbox, from the

00:20:17.490 --> 00:20:19.660

Alex Gallegos: tasks that were sent to me.

00:20:20.440 --> 00:20:41.558

Alex Gallegos: I received on Monday the eighth, a notification that I had a task due. So Planner is really good about making sure that it does its best to help you keep on track. It's like, hey, this is a reminder that you have a task that you need to accomplish by today. It's also really good.

00:20:42.300 --> 00:21:11.189

Alex Gallegos: so hopefully, this is a good feature. It's also really good about nagging you if you've forgotten to do something. So this is one I received today. April tenth, that says, Hey, you still haven't fed that dog from yesterday. It is one day late, and if I continue to not do that task I will continue to get reminders that will remind me how late this task is, so that I feel a little urgency in order to make sure that I get that done.

00:21:12.746 --> 00:21:13.919

Alex Gallegos: The last

00:21:14.020 --> 00:21:19.880

Alex Gallegos: integration that's also built in out of the box. You don't really need to do anything

00:21:19.900 --> 00:21:24.460

Alex Gallegos: is if we go back to Keana Reeves's outlook.

00:21:24.610 --> 00:21:27.459

Alex Gallegos: All those tasks that we assigned

00:21:27.490 --> 00:21:29.929

Alex Gallegos: in the plan.

00:21:30.540 --> 00:21:38.960

Alex Gallegos: If we go over to Task View here, and we look at any tasks that have been assigned to me.

00:21:42.200 --> 00:21:44.099

Alex Gallegos: and wait for them to refresh.

00:21:51.580 --> 00:21:53.630

Alex Gallegos: There we go. Took a minute.

00:21:54.950 --> 00:21:57.300

Alex Gallegos: so I can use this view.

00:21:57.420 --> 00:22:25.799

Alex Gallegos: and have several times in order to kind of start to plan out my day, especially if those tasks have a due date that's been assigned in the plan makes it a little easier to kind of figure out what the highest priority tasks are. The other nice thing is, once I've finished something I can check that off directly from task view here in outlook. Oh, yeah, we got gas it's been taken care of.

00:22:25.820 --> 00:22:28.750

Alex Gallegos: and once that's done.

00:22:29.680 --> 00:22:31.150

Alex Gallegos: then

00:22:32.070 --> 00:22:40.940

Alex Gallegos: again, have to wait just a minute for that information to get up to the cloud and synchronize. But that should get checked off

00:22:41.280 --> 00:22:42.410

Alex Gallegos: right away.

00:22:43.168 --> 00:22:54.879

Alex Gallegos: We also get email notifications. If there are multiple people assigned to a task. If somebody checks that task off, you get a notification that

00:22:55.000 --> 00:22:58.500

Alex Gallegos: the task has been completed and we don't have to worry about it anymore.

00:22:58.910 --> 00:23:02.750

Alex Gallegos: So a lot of integration built into outlook.

00:23:02.790 --> 00:23:07.230

Alex Gallegos: task view and email directly out of the box.

00:23:08.022 --> 00:23:10.019

Alex Gallegos: So that we don't have to think about it.

00:23:10.360 --> 00:23:16.919

Alex Gallegos: One other thing that's kind of neat. Oh, there we go! Got gas. There we go. Just finished.

00:23:18.290 --> 00:23:22.270

Alex Gallegos: One other thing that we can do if I open teams up here.

00:23:24.006 --> 00:23:51.300

Alex Gallegos: So there's one other way to access all of these plans. This is really down to the manager or owner of any of the teams channels to do. Because they're the only people that will have permission to do so. But I can go into teams, for example, in my general tab here, or any of the other channels that I have available.

00:23:51.900 --> 00:23:54.539

Alex Gallegos: and if I click on this little plus sign.

00:23:54.800 --> 00:23:56.000

Alex Gallegos: then

00:23:56.480 --> 00:23:59.660

Alex Gallegos: I can say you know, what I want to do is add

00:23:59.720 --> 00:24:01.060

Alex Gallegos: a

00:24:02.270 --> 00:24:03.929

Alex Gallegos: search for it.

00:24:07.970 --> 00:24:10.009

Alex Gallegos: That's fine. You take your time teams.

00:24:10.950 --> 00:24:13.439

Alex Gallegos: I wanna add a planner Tab.

00:24:17.360 --> 00:24:19.220

Alex Gallegos: And when I do that

00:24:20.540 --> 00:24:24.060

Alex Gallegos: I don't feel the need to post to the Channel about the tab.

00:24:35.140 --> 00:24:36.139

Alex Gallegos: There we are.

00:24:36.660 --> 00:24:41.050

Alex Gallegos: so I can say, you know what I want to use an existing plan that already exists.

00:24:41.070 --> 00:24:43.619

Alex Gallegos: I just want to use the demonstration plan.

00:24:44.720 --> 00:24:47.929

Alex Gallegos: and I'm going to go ahead and hit, save.

00:24:49.580 --> 00:24:51.590

Alex Gallegos: and it's going to go ahead and set that up.

00:24:51.630 --> 00:24:52.830

Alex Gallegos: And then

00:24:52.860 --> 00:25:04.804

Alex Gallegos: I can now access this directly from this tab in teams exactly the same view as if I opened up my browser and went out to task.office.com

00:25:05.190 --> 00:25:24.427

Alex Gallegos: exactly the same information. But I can just interact with this directly from teams without ever having to leave this application and go somewhere else. So now we can finally take care of making sure that that dog gets fed on the ninth. So we don't have to worry about that anymore.

00:25:24.870 --> 00:25:25.960

Alex Gallegos: And

00:25:27.680 --> 00:25:32.391

Alex Gallegos: I immediately get a notification can reuse marked my task complete.

00:25:33.040 --> 00:25:44.300

Alex Gallegos: So that's the end of what I wanted to demonstrate. Did anybody have any questions of any kind about

00:25:44.330 --> 00:25:46.550

Alex Gallegos: planner integrations.

00:25:46.730 --> 00:25:51.989

Alex Gallegos: any features that you see that might be missing, we might be able to find

00:25:52.440 --> 00:25:54.030

Alex Gallegos: a solution for.

00:26:14.120 --> 00:26:18.559

Zack Kucharski: Alex. I think this is a good start for us to to kind of get in and

00:26:20.649 --> 00:26:25.800

Zack Kucharski: make some of the adjustments. I I don't have a specific ask

00:26:25.960 --> 00:26:26.970

Zack Kucharski: now, right.

00:26:27.300 --> 00:26:28.988

Alex Gallegos: Great. Well, that's what we like to hear.

00:26:29.730 --> 00:26:52.639

Alex Gallegos: Alright! Well, if anybody else does come up with any questions at any time view, please feel free to send me an email, happy to help with anything that I can. As you continue to dive in and find any other features that might not quite have parity with Trello. Few feel free to let me know. Can't guarantee that there'll be a

00:26:53.250 --> 00:27:13.849

Alex Gallegos: comparative feature within Planner as there was in Trello, but always happy to take a look and see what we can do otherwise I'll give you 30 min back in your day and let you all go. Thank you so much again for your time. I appreciate y'all attending, and let me know if there's anything else I can help you with.

00:27:15.080 --> 00:27:16.040

Zack Kucharski: Thanks. Alex.

00:27:16.390 --> 00:27:16.943

Alex Gallegos: Thank you.

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