

Use GitLab to find your first task

You've joined a Good Docs Project working group, have attended a few meetings, and are eager to start contributing. How can you find an item to work on? How will you sign yourself up for it? GitLab is the platform you'll use to move forward. You will apply the following steps:

1. [Access your working group's GitLab repository](#)
2. [Explore issue boards](#)
3. [Assess work items](#)
4. [Consult with your working group lead](#)
5. [Claim a work item](#)
 - a. [Obtain GitLab repository and Google docs permissions](#)
 - b. [Assign yourself](#)
 - c. [Notify your working group lead](#)

What is GitLab?

The Good Docs Project (TGDP) uses GitLab to host and organize its documentation support work, with GitLab providing:

1. **Repositories for project artifacts** such as README files, contributing guides, license badges, template files, and much more
2. **Tools for project management**, including an issue ticketing system and version control utilities

Step 1: Access your working group's GitLab repository

Each TGDP working group uses its own GitLab repository for its work.

Go to your working group's repository to access the tools you'll need. Use the appropriate link:

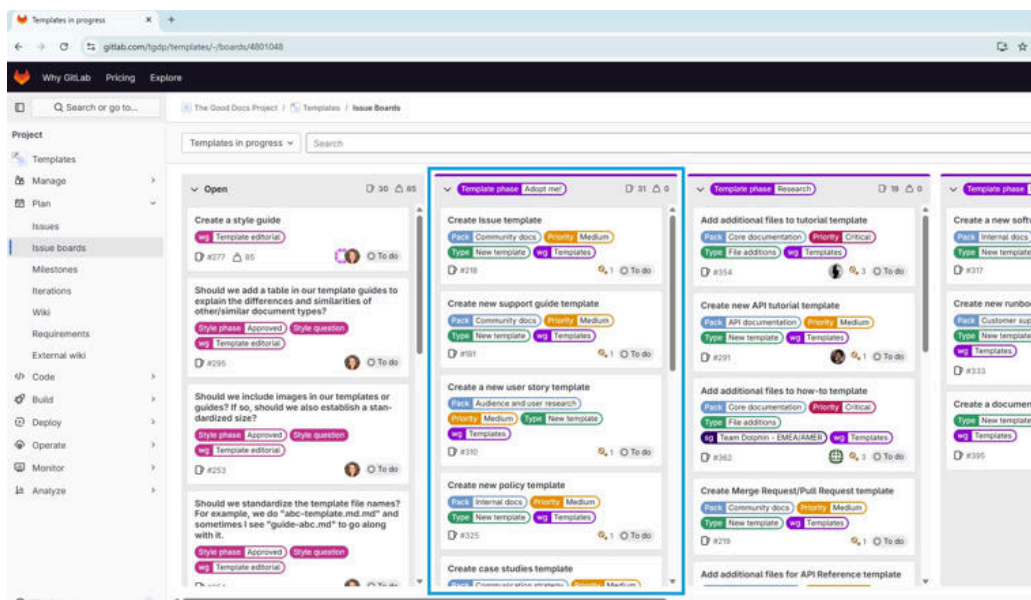
Working Group Repositories
Chronologue repository
Knowledge base repository
Templates repository
UX and outreach repository

Step 2: Explore issue boards

Issue boards provide a place for contributors to conveniently find work items, supporting and reinforcing task-related discussions in working group meetings.

Select **Plan > Issue boards** in the repository page's sidebar to view your working group's issue boards.

Issue boards present work item cards in a series of lists. Find a list with a label along the lines of “Adopt me!,” “Claim me,” or “Open.” You want to find an unassigned work item to claim, and lists like these are prime places to do so.



The “Adopt me!” work item list within a Templates issue board

Step 3: Assess work items

Preview work items by examining their titles, labels, and descriptions:

- **Titles** briefly encapsulate work items.
- **Labels** call out high-level work item traits such as type, priority level, purpose, and phase status. You can browse label glossaries for more examples and details:
 - [General TGDp labels](#)
 - [Chronologue labels](#)
 - [Knowledge base labels](#)
 - [Templates labels](#)
 - [UX and outreach labels](#)
- **Descriptions** appear in a flyout when you select a work item card. The full details appear in paragraph form. They spell out writing stages, expectations for deliverables, and/or other need-to-know info.

Use the information to assess the work item's level of alignment with your interests and skills.

Step 4: Consult with your working group lead

Chat with your working group leader about available tasks in your next working group meeting (preferred) or on Discord. This step will:

- Confirm the availability of your preferred tasks
- Allow assessment of whether one or more than one person should work on the task
- Ensure your first task harmonizes with current team activities

Step 5: Claim a work item

After you've confirmed with your working group leader that it's okay to work on your preferred work item, it's time to claim it!

 At this stage, you need a GitLab account. If you do not already have one, see the [Sign up for GitLab](#) guide.

Obtain GitLab repository and Google docs permissions

You need to be listed in GitLab as a repository member to be able to claim the work item.

Similarly, you will need access to the Google docs linked to in the work item to begin your work.

Submit a request for these permissions on TGDP's **Discord** server:

1. Go to the **Tech requests > #help** channel.
2. Include your **GitLab username** and **Gmail account** in your request for access to the repository and Google docs.
3. Post your request.
4. The Tech Team will notify you within the help chat in Discord when your permissions are ready.

 See [this access guide](#) for additional information about help requests in Discord.

Assign yourself

1. Go to your desired work item in GitLab.
2. Find the **Assignees** field in the right sidebar.
3. Look for an indication of **None – assign yourself**.

Caution

If another working group member's name appears in the Assignees field, consult with your working group lead as appropriate. The work item may be unavailable, but it's also possible

that the current assignee will be willing to work with a buddy (or is inactive).

4. Select the **assign yourself** link.
5. Your name will appear as an assignee for the work item.



Tip

You can find your assigned work items in GitLab via **user homepage > Work items**.

Notify your working group lead

Let your working group lead know you have claimed your work item, either in your next working group meeting or on Discord.

Your group lead will update the work item's labels as appropriate. For example, they might change a [scoped label](#) of “Template Phase: Adopt me!” to “Template Phase: Research” to accurately reflect the work item's updated status within the working group's workflow.

Next steps

- [Get your work rolling using GitLab](#)

See also

- GitLab Docs: [Find your way around GitLab](#)