

TASK : LIST OF HIGH LEVEL MEMORANDA FUNCTIONS

Agenda provides a condensed view of the Tasks and Events associated with each day. This view is updated automatically as you create new Tasks and Events elsewhere in the program. You can view the agenda for any day and can adjust this either by using the arrow keys at the top of the Agenda interface or by selecting a date in the neighboring Calendar components.

Events provides a means to scheduled events associated with a set of times and dates. From the Events interface users have the freedom to add/edit/delete events from the system. When creating or updating an event users have the freedom to:

- Set a time (military; unknown timezone) for the event
- Provide a text description of the event
- Indicate whether the event will occur again on a timed cycle with an optional end date

Events for each day, individually, can be seen by using the arrow keys at the top of the Event menu component or by selecting a date in the neighboring Calendar components.

Tasks provides the means to set to-dos that have a start date, an end date, a priority, a status and a % done:

- Priority can be set to any of Lowest, Low, Normal, High, or Highest.
- % done must be manually set to an integer value between 0% & 100%. When this value is set to 100% the status of the task changes from Active to Completed. If the scheduled end date for a task has passed, the Task is failed.
- Users can also set an Estimated # of Hours associated with a task/subtask but this is not clearly displayed.

Some notes about the behavior of tasks:

- Tasks can have subtasks and subtasks can have subtasks...
- Task start/end dates and % done status
- Tasks & Subtasks can be freely edited, added or deleted.
- Tasks are persistent and all stay in the main Task tree indefinitely, regardless of what date the interface is set to, unless you manually remove them or set your settings to view active Tasks only.

Notes provides a text editor to write and save notes associated with a particular day. Every day has its own document that can be edited. You can view the notes for any day by using the arrow keys at the top of the Notes interface or by manually selecting a date in the Calendar component of the UI. When using notes, users have the freedom to:

- Export their note files as XML to a directory of their choosing
- Import a file from a directory of their choosing
- Perform standard features associated with most embedded text editors

When using the Notes menu, a pane below the Calendar allows users to:

- See a list of notepads with dates/titles
- Bookmark some of those notepads for future access
- Search all note history for particular text

Resources allows you to catalog resources associated with a particular project. These can be URLs or files but Local Files do not seem to save & URLs require you to select your browser executable. Most local files cause exceptions in the program's runtime and it's entirely unclear what file types are supported.

Extraneous Notes:

- Users can have multiple projects active in their Memoranda program. Each is an entirely new space and has its own agenda/events/tasks/notes/resources.
- The currently viewed day can also be adjusted with CTRL - -----> and CTRL - <----- but its unclear how much this jumps by.

All web based functionality requires you to point the program to a web browser's executable. I have not tested any of this functionality.