**Notes From The Meeting on 10/1/18**

To Do:

1. Recurring tasks
   1. Automated adding of new tasks if set to recur
   2. Add an "Occurrence" tab where the user can set how often a task can recur and the system immediately inserts those tasks upon saving.
2. Store bank and other client details
   1. Encrypted format to be saved in the database, storing URLs, usernames, passwords
   2. Can store as many files
3. Add a feature to view Emails from the Dashboard
   1. These emails can be turned into tasks
4. Modify "Log Work" window
   1. Subtasks should be re-assignable from this window
   2. Timer should auto start
   3. Add feature to defer the task to a future time
      1. User should provide a reason
      2. User can set the specific date-time when the task will resume
5. Add "Notes" feature
   1. From the main menu, the user should be able to 'mail' a note to a any other user
6. Email templates
   1. Should allow attachments of as many files
   2. Link this from "Log Work" window
7. Add an Email Management window
   1. There is a distribution email for each client