

# Task Management and Team Collaboration System Documentation

Name: CHAISHREE U

Reg No : 727723EUCS035

## Project Overview

**Project Name:** Task Management and Team Collaboration System

### Objective:

Build a no-code project management platform that allows team members to create tasks, assign them, track progress, and communicate easily. The system automates reminders for upcoming deadlines and provides task updates via a chatbot.

### Tools Used:

- **ChatGPT** – Brainstorming features and task ideas.
- **Notion AI** – Organizing project details, task flows, and timelines.
- **Jotform** – Input forms for creating and updating tasks.
- **Airtable** – Database for tasks, deadlines, and user assignments.
- **Make** – Automate task reminders and updates.
- **Landbot** – Chatbot to check task statuses and updates.
- **Bubble AI** – Dashboard interface for task visualization.

---

## 1. Planning with ChatGPT & Notion AI

### Steps:

1. **ChatGPT:**
  - Prompt:
  - Brainstorm a simple task management system with features like task creation, assignment, progress tracking, reminders, and communication.
  - Use ChatGPT suggestions to list **core features**.
2. **Notion AI:**
  - Create a **Project Workspace**:
    - **Task Flow Table:** Task Name, Assigned To, Priority, Status, Deadline.

- **Timeline:** Gantt-like view for deadlines.
  - **Project Notes:** Document workflow, rules, and automation.
- Use Notion AI to **automatically organize tasks and deadlines**:
  - Organize these tasks in order of priority and generate a timeline with deadlines.
- 

## 2. Task Input & Database (Jotform + Airtable)

- **Jotform:** Create a form for task creation:

Fields:

- Task Name
- Description
- Assigned To
- Deadline
- Priority (High/Medium/Low)
- Status (Pending/In Progress/Completed)

Link of Jotform - <https://form.jotform.com/260403653719053>

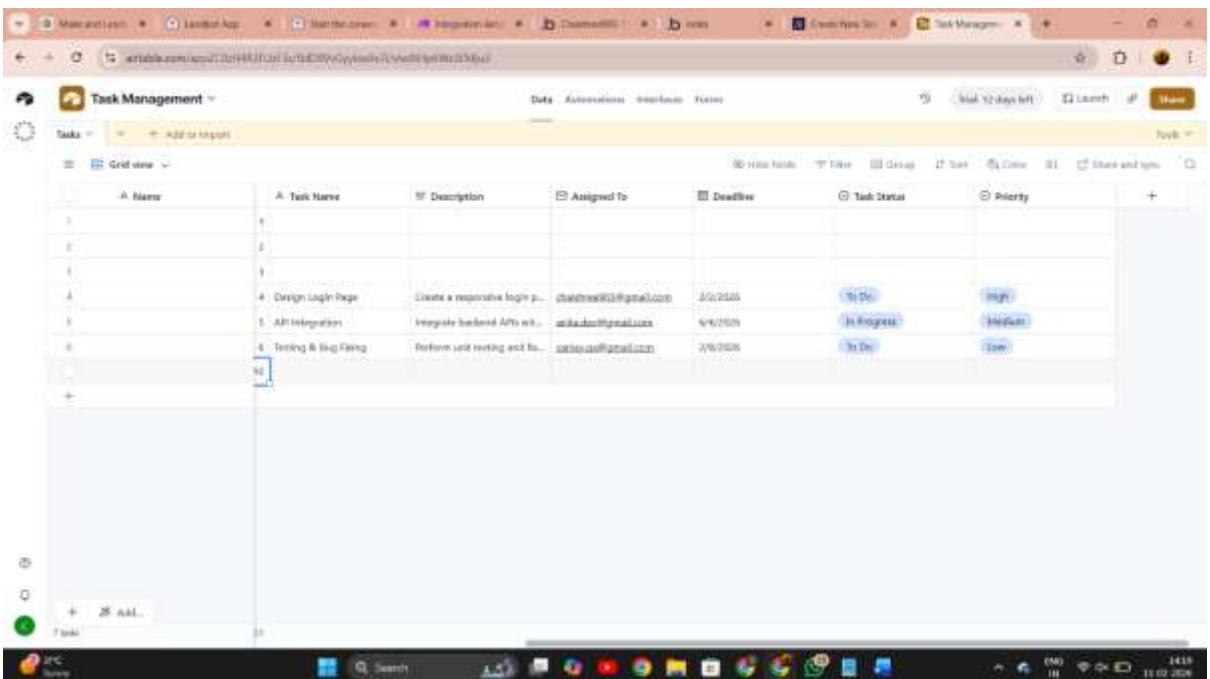
The screenshot shows a Jotform form titled "Task Name" with the following fields:

- Task Name:** A text input field.
- Task Description:** A large text area for entering task details.
- Assigned To:** A text input field containing the email address "anytime@example.com".
- Deadline:** A date input field set to "MM-DD-YYYY".

At the bottom right of the form, there is a button labeled "Ask Captain". The browser's navigation bar shows the URL "jotform.com/260403653719053".

## ➤ Airtable:

- Create a **Tasks Table** with fields matching Jotform form fields.
- Connect Jotform to Airtable using **Make** (see Make workflow below).



The screenshot shows the Airtable Task Management interface. At the top, there's a navigation bar with tabs like 'Data', 'Automations', 'Workflows', and 'Forms'. Below the navigation is a toolbar with various filters and sorting options. The main area is a grid view titled 'Tasks' with columns: 'Name', 'Task Name', 'Description', 'Assigned To', 'Deadline', 'Task Status', and 'Priority'. There are three tasks listed:

Name	Task Name	Description	Assigned To	Deadline	Task Status	Priority
1	1				To Do	Low
2	2				In Progress	Medium
3	3				To Do	High
4	Design Login Page	Create a responsive login p...	atchment@gmail.com	10/20/2020	To Do	High
5	API Integration	Integrate backend APIs wi...	atchment@gmail.com	10/15/2020	In Progress	Medium
6	Testing & Bug Fixing	Perform unit testing and bu...	atchment@gmail.com	10/20/2020	To Do	Low

<https://airtable.com/appZC8zH4R3FUzF3s/tbID8VvGyykssAs7i/viw8tHp6Wz3EMjuJJ>

---

### 3. Automation in Make

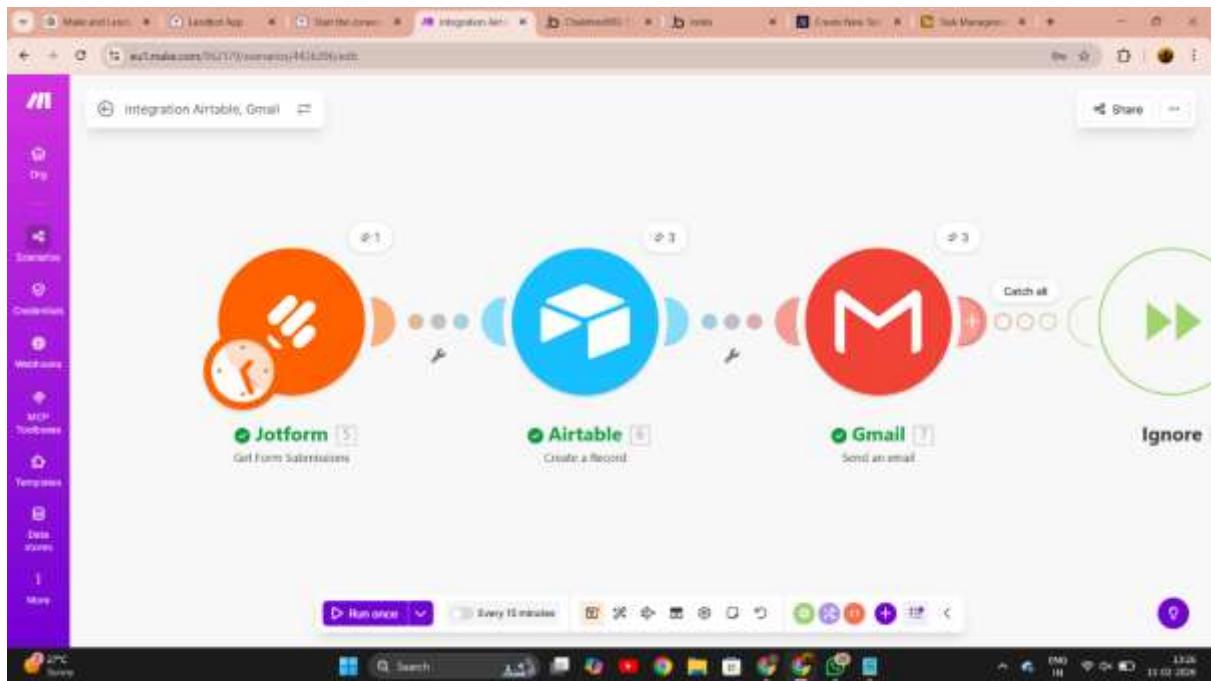
**Objective:** Automatically send task reminders and update task status in Airtable.

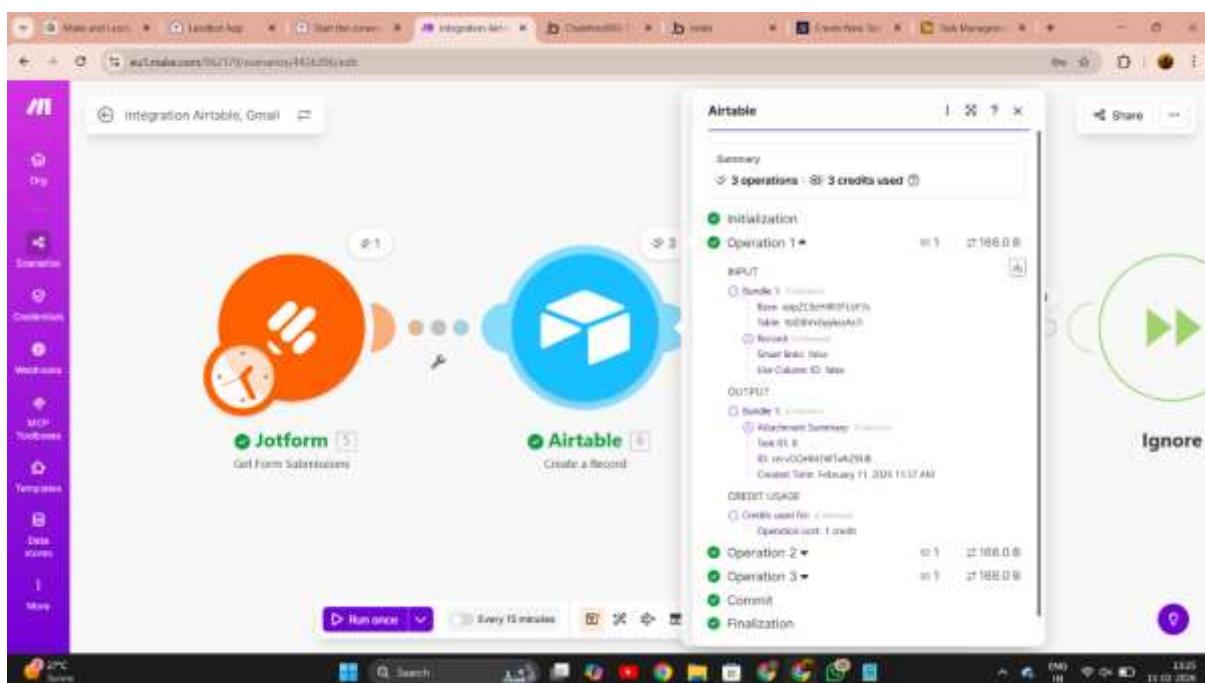
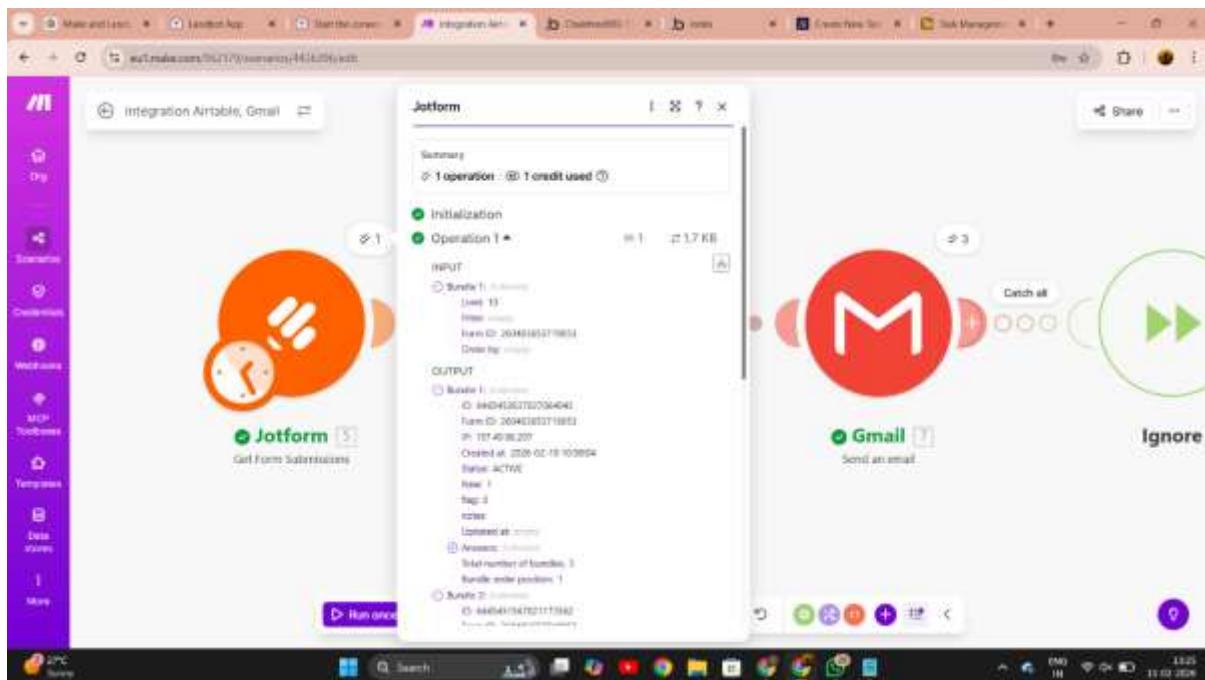
**Steps to Perform in Make:**

1. **Create a new scenario** in Make.
2. **Modules to use:**
  - **Jotform Trigger:** Watch for new submissions.
  - **Airtable Module:** Create/Update Record in Airtable.
  - **Email Module:** Send task reminder emails.
3. **Practical Workflow Setup:**

- **Step 1: Add Jotform “Watch Submissions” Module**
  - Connect your Jotform account.
  - Select the form you created for task input.
- **Step 2: Add Airtable “Create Record” Module**
  - Connect Airtable account.
  - Map Jotform fields to Airtable columns (Task Name → Task Name, etc.).
- **Step 3: Add Email Module (SMTP/Make email)**
  - To: Assigned To (from Jotform field)
  - Subject: “New Task Assigned: [Task Name]”
  - Body: Include task details and deadline.
- **Step 4: Optional – Add Delay Module to schedule reminders 1 day before the deadline.**

#### 4. Activate the Scenario and run once to test.





#### 4. Chatbot Setup in Landbot

**Objective:** Provide a chatbot for team members to check task statuses and updates.

**Steps to Perform:**

1. **Create a new bot** in Landbot.
2. **Add a Trigger Block:**
  - o Message: “Hi! I’m your Task Assistant. What would you like to do?”

### 3. Add Options:

- “Check Task Status”
- “Get Upcoming Deadlines”

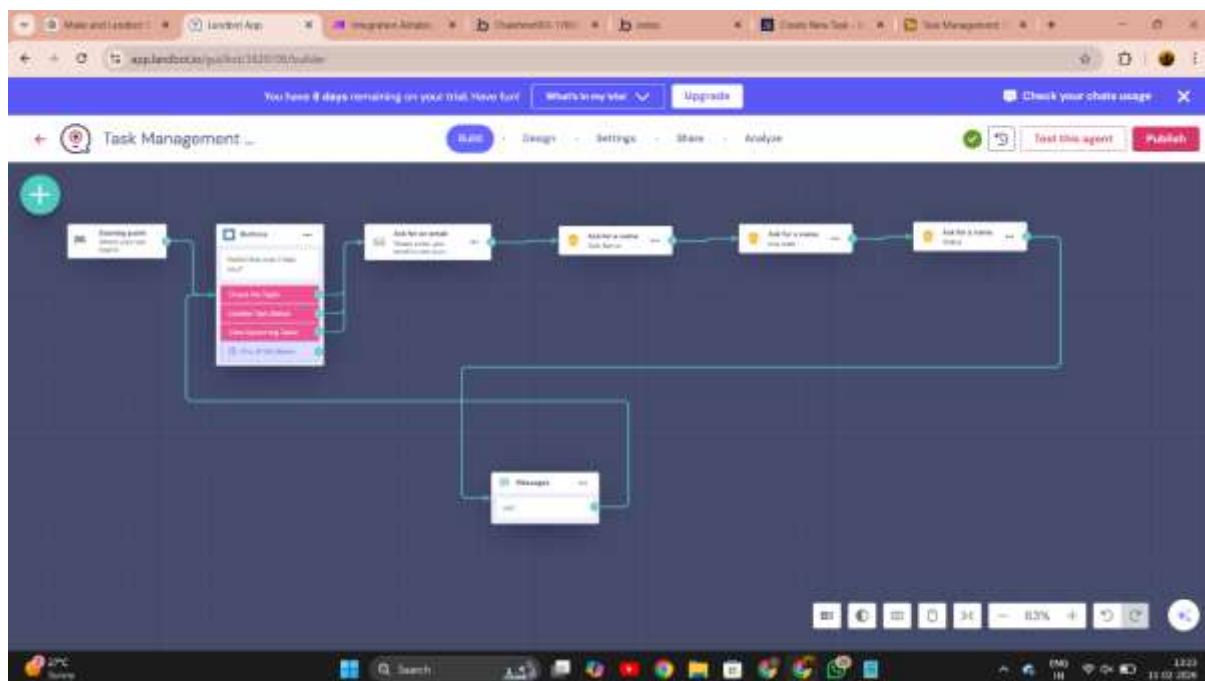
### 4. Integrate Airtable:

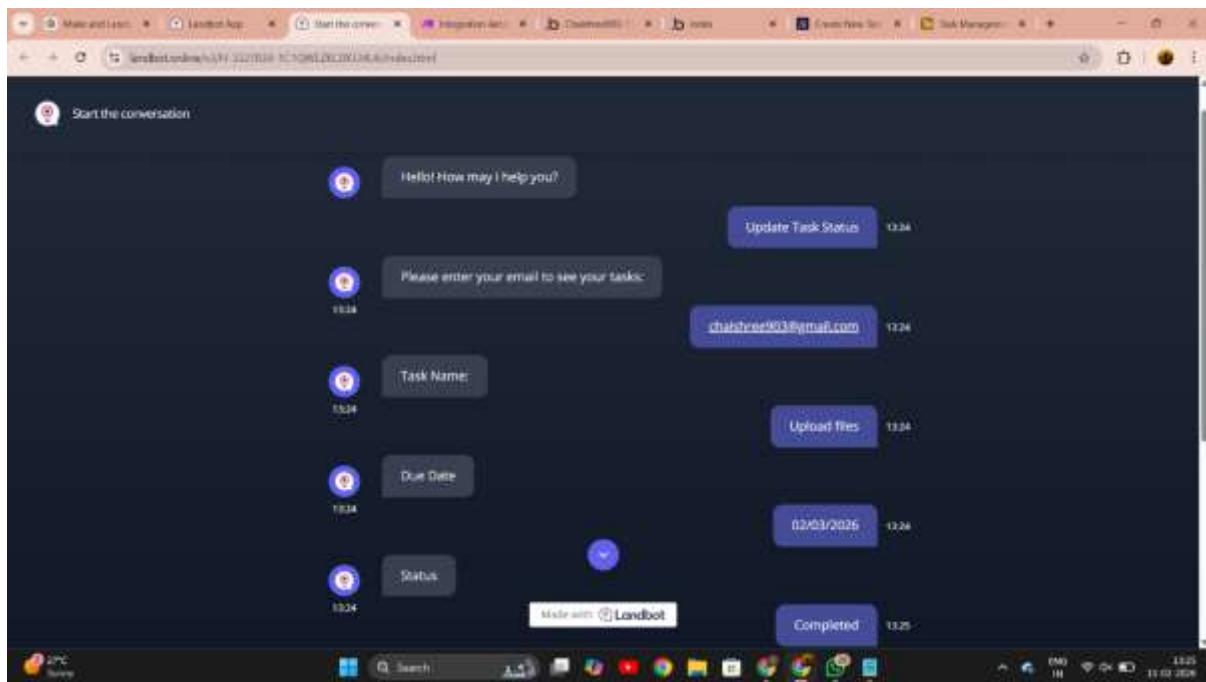
- Use **Airtable API** block in Landbot to fetch records.
- Map Airtable fields: Task Name, Assigned To, Status, Deadline.

### 5. Send Dynamic Response:

- Example Template:
- Task: {Task Name}
- Status: {Status}
- Deadline: {Deadline}
- Assigned To: {Assigned To}

### 6. Test the Bot by entering a team member email or name.





## 5. Dashboard with Bubble AI

- Export dashboard mockup as image or Bubble design template.

A screenshot of a web-based task management application titled "StudyTask". The dashboard features a search bar and navigation links for "Dashboard", "Reports", "Access", "Settings", "Profile", and "Log Out". The main area is titled "Task Dashboard" with the sub-instruction "Manage and track your study tasks in one place". It includes a filter bar with dropdowns for "Name", "Assigned To", "Due Date", "From", "To", "Sort By", and "Choose an option...", along with "Apply Filters" and "Clear" buttons. A prominent blue button labeled "+ New Task" is located below the filter bar. The central part of the dashboard displays a table of tasks with columns: "Task Name", "Assigned To", "Due Date", "Status", "Description", and "Actions". Three tasks are listed:

- Biology flashcards review (Assigned To: Sahar Moon, Due Date: Feb 6, 2026 11:15 pm, Status: Pending) with actions: Complete, Edit, Delete.
- System access audit (Assigned To: Sahar Moon, Due Date: Feb 7, 2026 5:00 pm, Status: Completed) with actions: Complete, Edit, Delete.
- Revise syllabus (Assigned To: Sahar Moon, Due Date: Feb 8, 2026 6:30 am, Status: Pending) with actions: Complete, Edit, Delete.

The bottom of the dashboard includes tabs for "Debugger", "Normal", "Slow", and "Step-by-step", along with a toolbar for "Index", "Inspect", and other browser controls.