

Task Management and Team Collaboration System Documentation

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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.
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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.

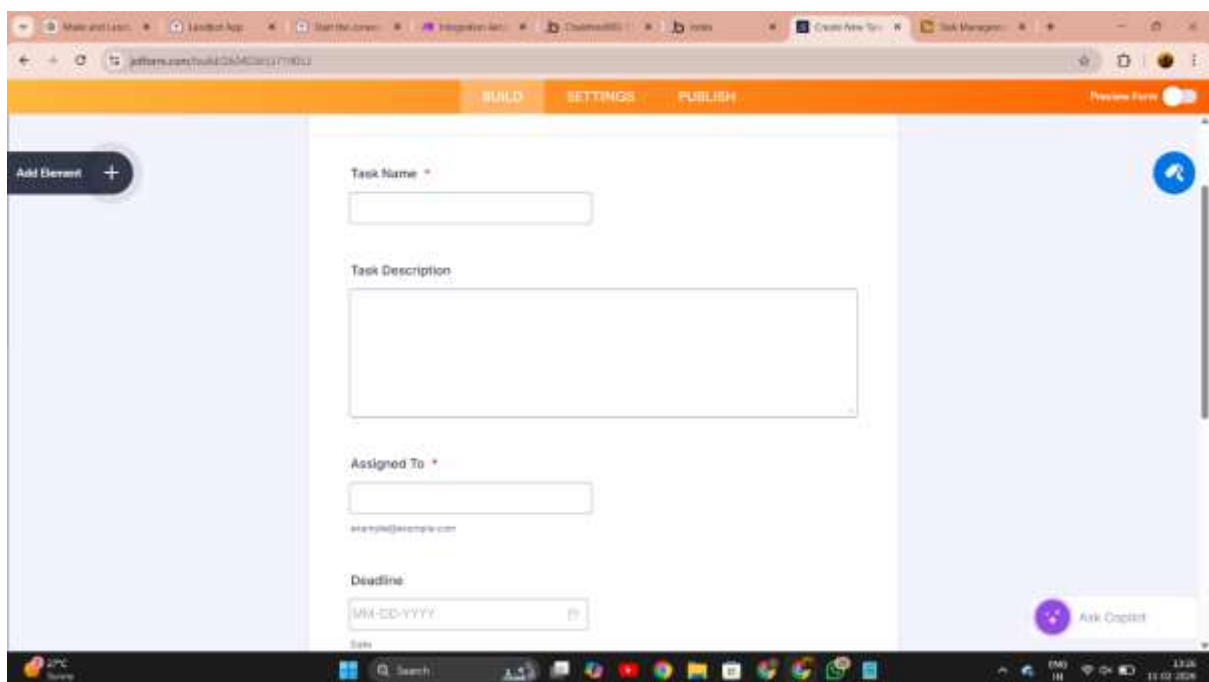
2. Task Input & Database (Jotform + Airtable)

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

Fields:

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

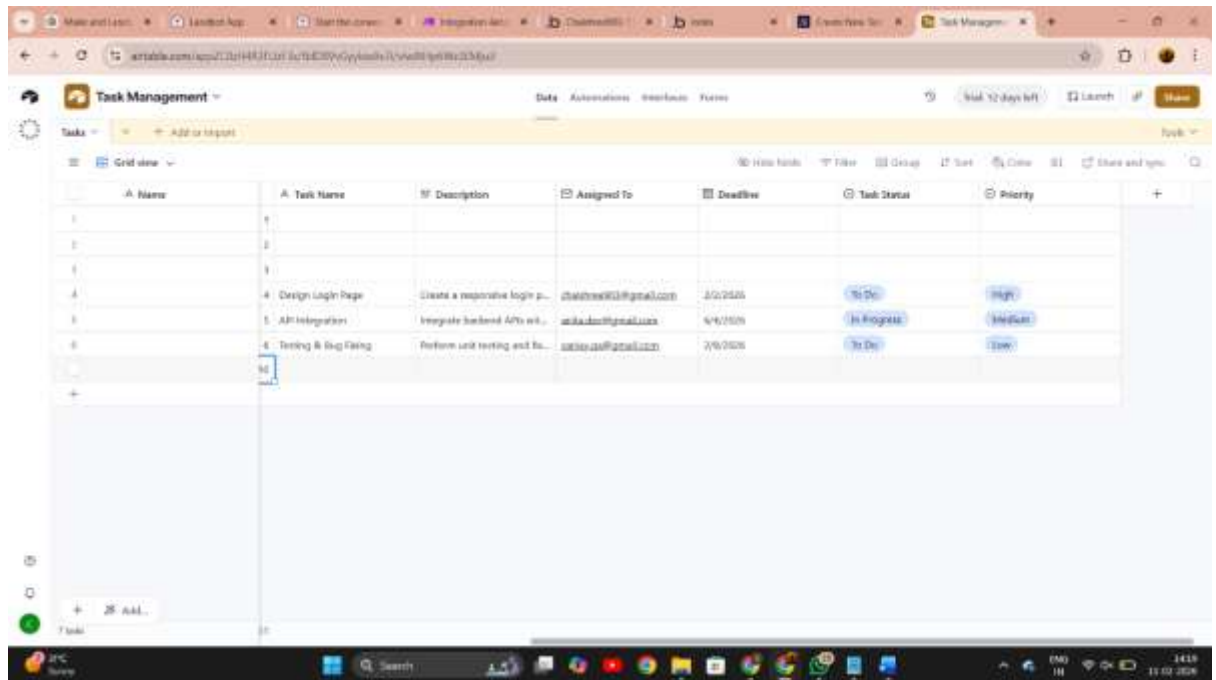
Link of Jotform - <https://form.jotform.com/260403653719053>



The screenshot displays the Jotform form builder interface in a web browser. The top navigation bar is orange with tabs for 'BUILD', 'SETTINGS', and 'PUBLISH'. The main workspace is light blue. On the left, there's a sidebar with an 'Add Element' button. The central form area contains the following fields: 'Task Name' (a short text input), 'Task Description' (a large text area), 'Assigned To' (a text input with a placeholder email 'example@example.com'), and 'Deadline' (a date input with a placeholder 'MM-DD-YYYY'). A 'Preview Form' button is in the top right corner. At the bottom right, there's a purple 'Ask Copilot' button. The browser's address bar shows the URL 'jotform.com/build/260403653719053'. The Windows taskbar is visible at the bottom of the screen.

➤ **Airtable:**

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



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

3. Automation in Make

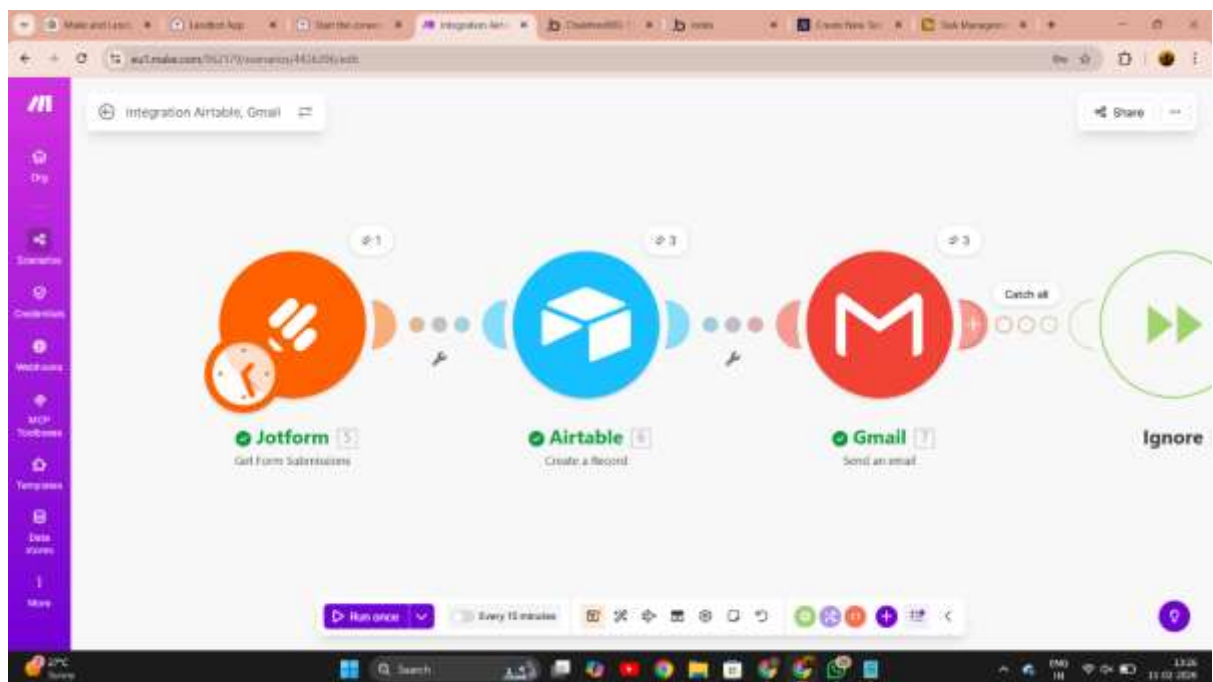
Objective: Automatically send task reminders and update task status in Airtable.

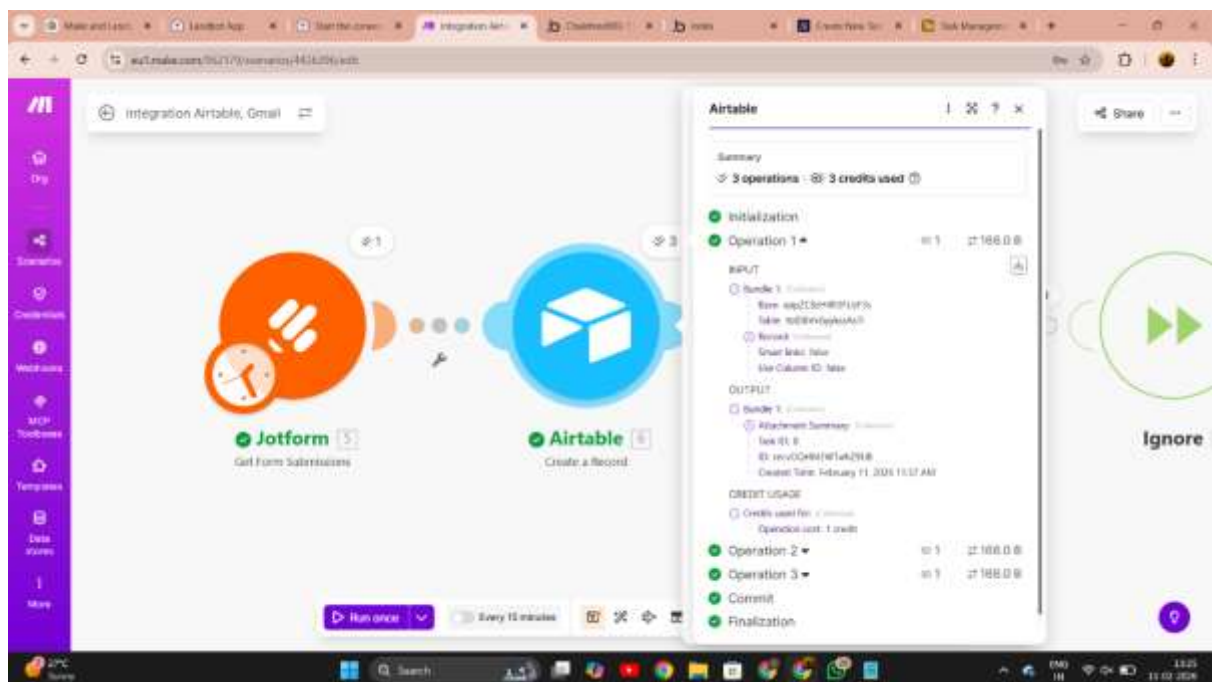
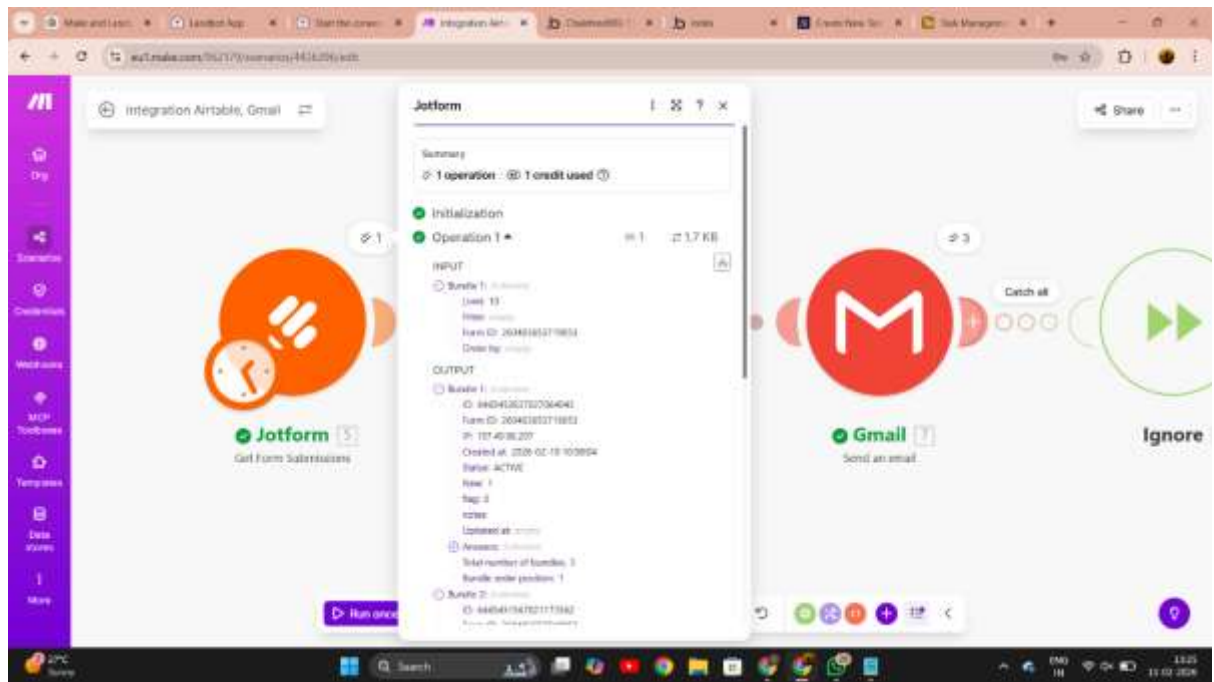
Steps to Perform in Make:

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:**
 - Message: "Hi! I'm your Task Assistant. What would you like to do?"

3. Add Options:

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

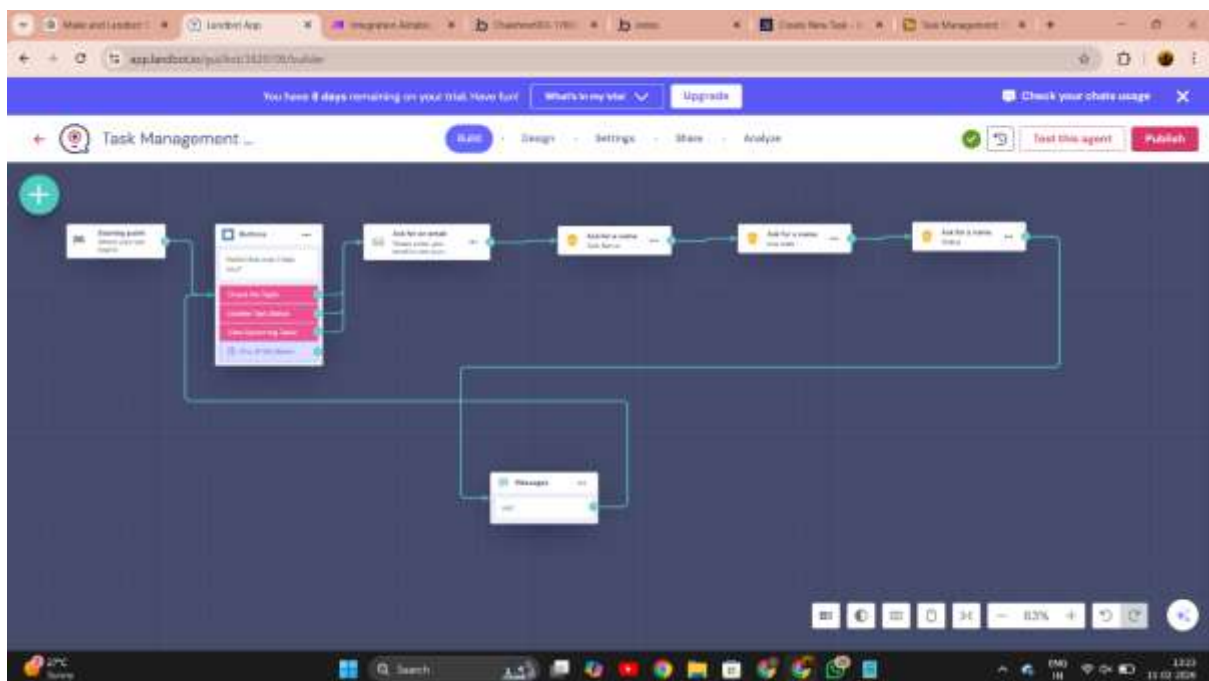
4. Integrate Airtable:

- 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.



- StudyTask** Dashboard Reports Admin Settings Profile Log Out

Task Dashboard

Manage and track your study tasks in one place

My Tasks Status: All Due Date: All Dates From: 2/7/2026 To: 2/7/2026 Sort By: Choose an option... [Apply filters](#) [Clear](#)

[+ New Task](#)

| Task Name | Assigned To | Due Date | Status | Description | Actions |
|---------------------------|-------------|---------------------|-----------|---|--|
| Biology flashcards review | Sahar Moen | Feb 6, 2026 1:15 pm | Pending | Review biology notes and create flashcards for key terms. | Complete Edit Delete |
| System access audit | Sahar Moen | Feb 7, 2026 5:00 pm | Completed | Run a review of all user roles and recent access changes. | Complete Edit Delete |
| Revise syllabus | Sahar Moen | Feb 8, 2026 6:30 am | Pending | Revise the course syllabus to reflect updated deadlines. | Complete Edit Delete |

Debugger [Normal](#) [Slow](#) [Step-by-step](#) [Index](#) [Inspect](#)