# 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:**

   o Prompt:

   o Brainstorm a simple task management system with features like task creation, assignment, progress tracking, reminders, and communication.

   o Use ChatGPT suggestions to list **core features**.

2. **Notion AI:**

   o 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.

o Use Notion AI to **automatically organize tasks and deadlines**:

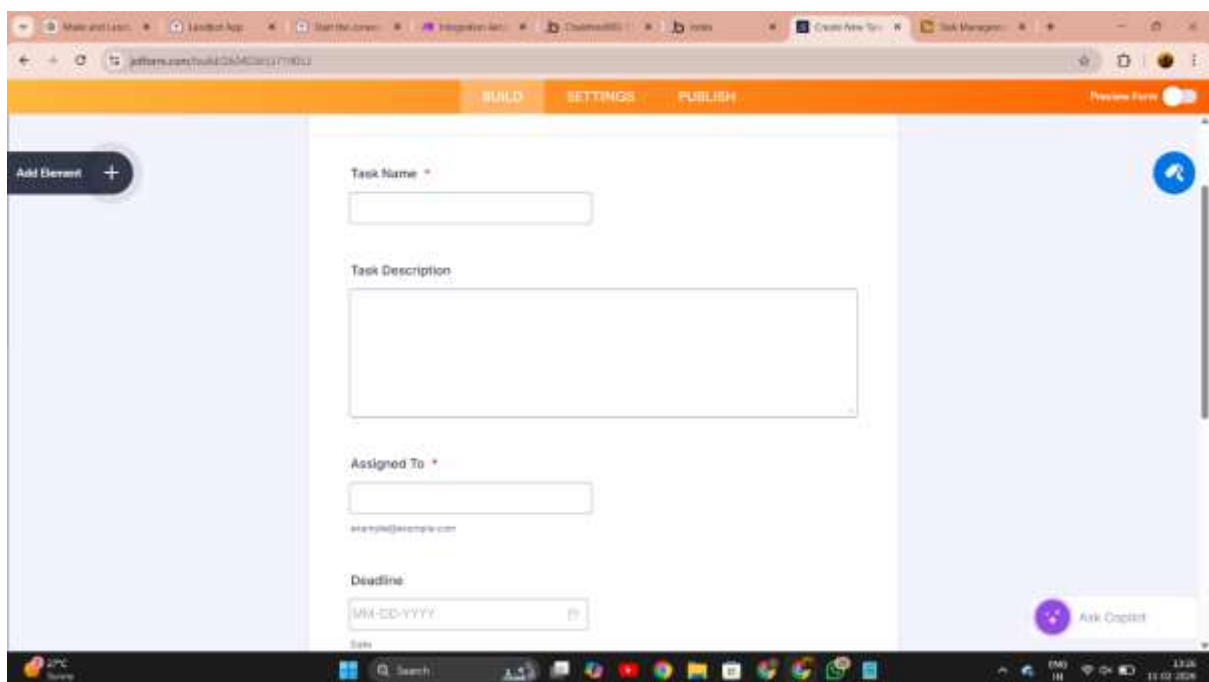o Organize these tasks in order of priority and generate a timeline with deadlines.

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

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

  o Task Name

  o Description

  o Assigned To

  o Deadline

  o Priority (High/Medium/Low)

  o Status (Pending/In Progress/Completed)

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

> **Airtable:**

  o   Create a **Tasks Table** with fields matching Jotform form fields.

  o   Connect Jotform to Airtable using **Make** (see Make workflow below).



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    https://airtable.com/appZC8zH4R3FUzF3s/tblD8VvGyykssAs7i/viw8tHp6Wz3
    EMjuJJ

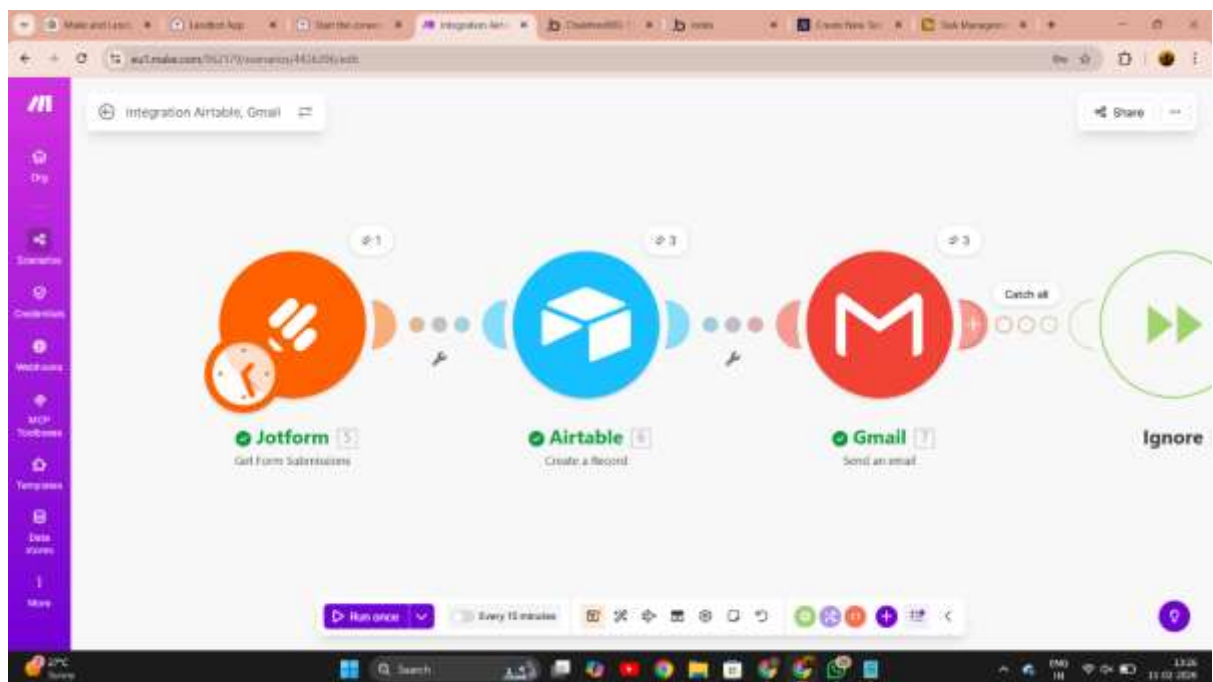---

## 3. Automation in Make

**Objective:** Automatically send task reminders and update task status in Airtable.
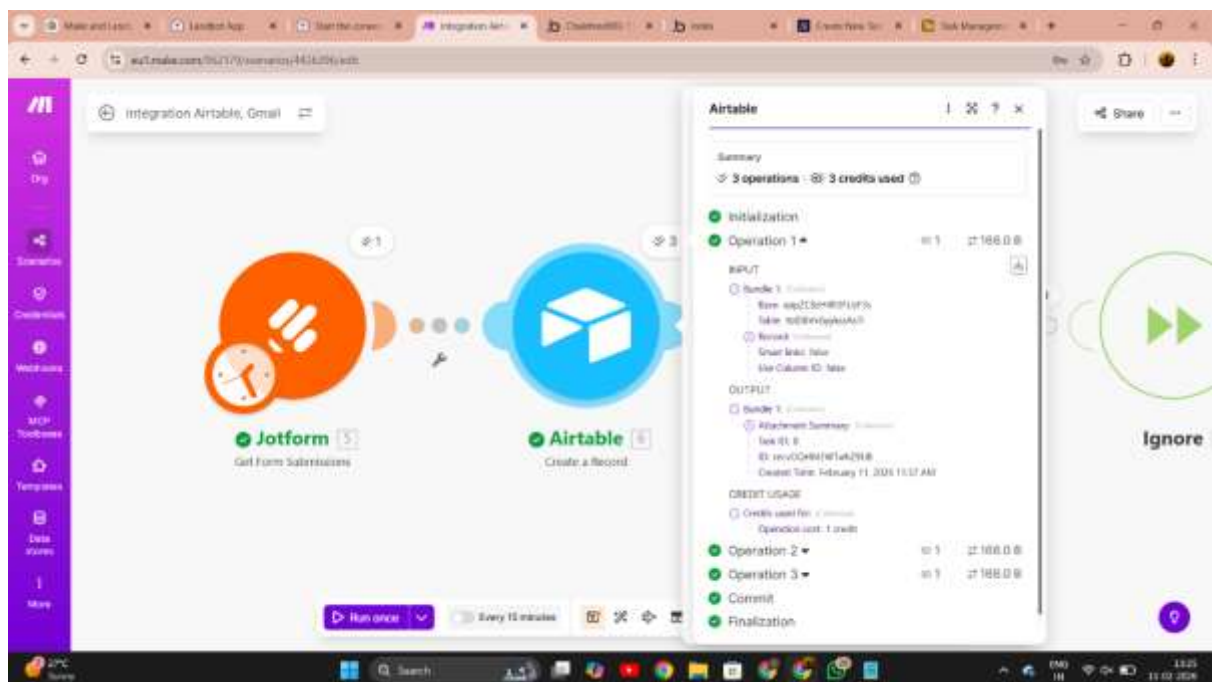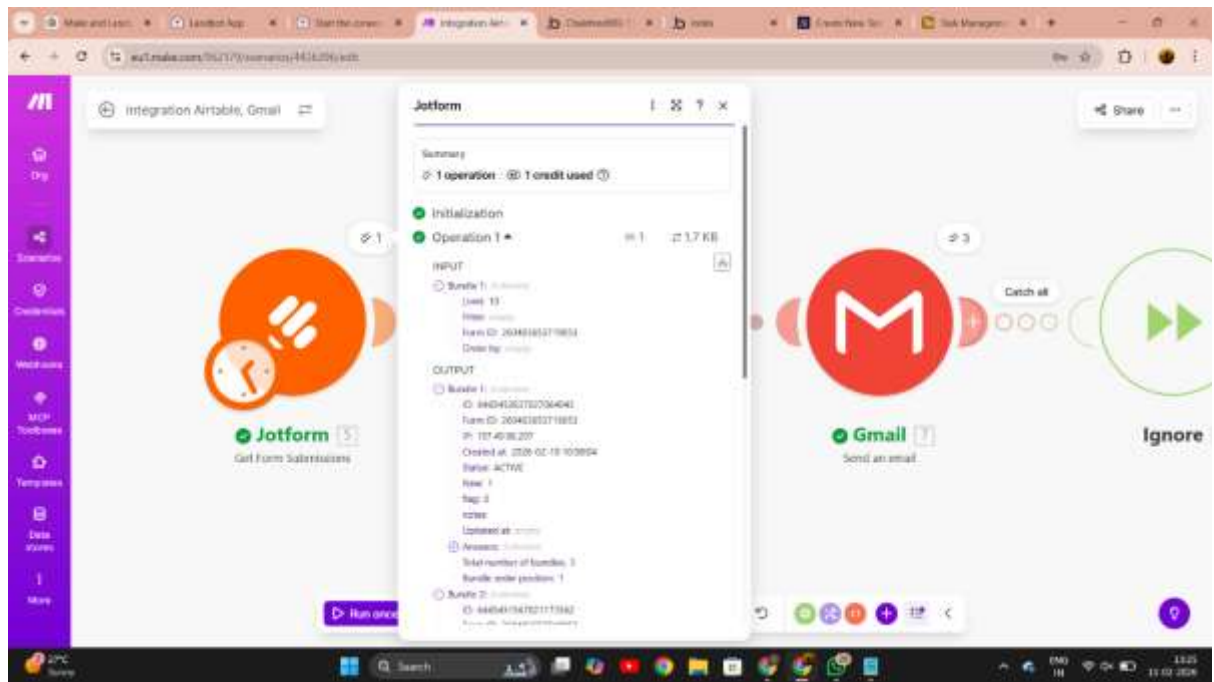
**Steps to Perform in Make:**

1. **Create a new scenario** in Make.

2. **Modules to use**:

   o   **Jotform Trigger:** Watch for new submissions.

   o   **Airtable Module:** Create/Update Record in Airtable.

   o   **Email Module:** Send task reminder emails.

3. **Practical Workflow Setup:**

- o **Step 1:** Add **Jotform "Watch Submissions" Module**
  - Connect your Jotform account.
  - Select the form you created for task input.

- o **Step 2:** Add **Airtable "Create Record" Module**
  - Connect Airtable account.
  - Map Jotform fields to Airtable columns (Task Name → Task Name, etc.).

- o **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.

- o **Step 4:** Optional – Add **Delay Module** to schedule reminders 1 day before the deadline.

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

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**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:**
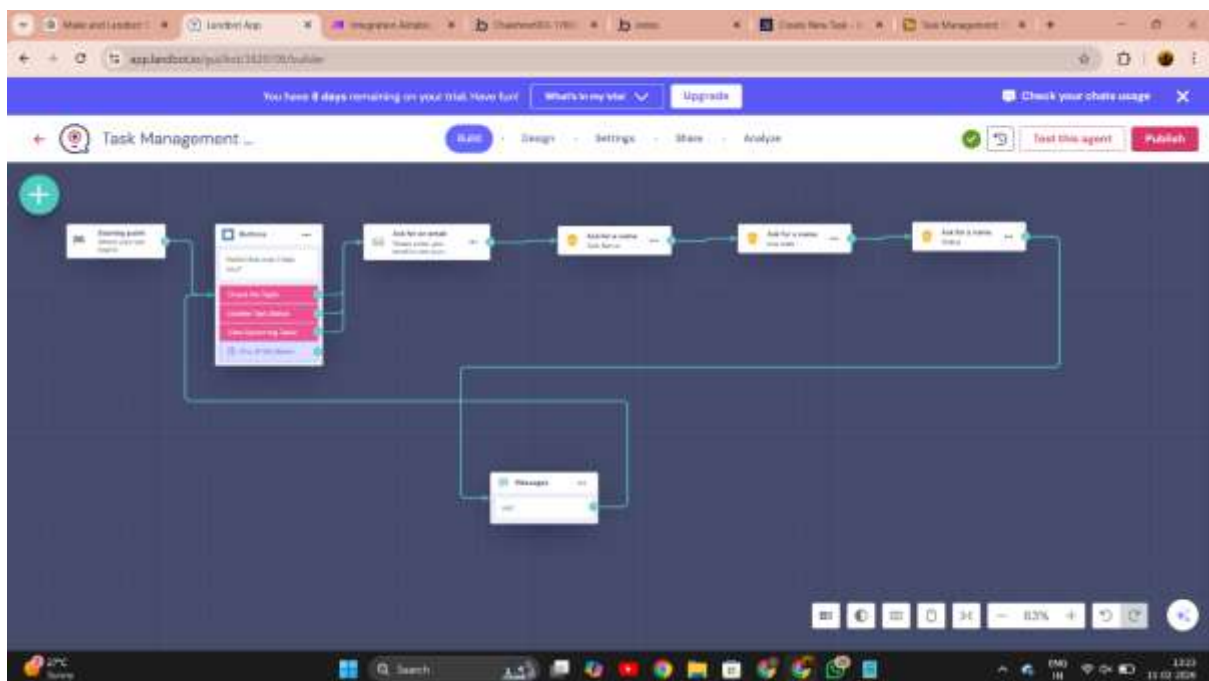
   o "Check Task Status"

   o "Get Upcoming Deadlines"

4. **Integrate Airtable:**

   o Use **Airtable API** block in Landbot to fetch records.

   o Map Airtable fields: Task Name, Assigned To, Status, Deadline.

5. **Send Dynamic Response:**

   o Example Template:

   o Task: {Task Name}

   o Status: {Status}

   o Deadline: {Deadline}

   o 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**.