I just put this in the shared drive as well, but I did a little sketch to make the vision a little clearer. As always, this is tentative and subject to change and we can discuss more later tonight. I can also make updated designs for other screens as well! PS: the FILTER popup might need some changing to be more clearer (in Task Bites pdf in folder is some images)

•   Adding Tasks or Project: Add tasks or projects by clicking a button, and a small popup on the bottom should appear (should not take up the whole screen preferably) to enter the data in.

•   Editing Tasks or Project: You can edit a task or project by clicking the task itself and it will bring up the popup to edit data.

•   Mark Complete: Mark tasks or projects complete by clicking the bubble next to it.

     o   I think it might be cool to change the bubble color based on the urgency/importance of the task. This is somewhat displayed in the design PDF.

•   Due Dates: Should be displayed in small text under the project name, with a different color next to a calendar icon. Color can change depending on how close the due date is.

•   Importance Categories: Should be presented in the form of Urgency and Importance, and these should actually be bubbles with checkmarks on the task display itself. This allows users to easily toggle if a task is urgent or important quickly, which is useful since tasks frequently change urgency or importance based on unexpected circumstances.

• Filter and Sort: There should be a way to sort tasks and projects by either Priority or by Due Date. Additionally, when the filter button is clicked, a popup appears with filter options. Can choose a specific date to filter the due dates by, and can also choose to hide completed subtasks. Note that Completed PROJECTS are always visible under the "Completed" tab, but users can minimize this dropdown if wanted.

• Standalone Tasks: Tasks that don't have a bigger project it falls under are standalone. Although not described in the design doc, the button used to add a project could probably also be used to add a standalone task.