First, we have a QR Code.

* How to make this – Adobe express (done)
* Goes to the Google Form

What should the Google form do?

1. Accept all the information - done
2. How to deal with the documents? – check where the document is going to be saved
3. How to ensure the user doesn’t submit many forms
4. What to do with the documents?

* Where and how to process it?

The resident fills in the information

Information uploaded to drive

* What all data needs to be stored onto the drive?
* How it should be stored

Automate reminders that need to be sent to the residents  
- how to automate this

* Send reminder to the resident
* Send mail to rga gradapts too