**Detailed Feature Specification & User Stories for Task Board App**

**1. Task Management**

**Task Board View:**

* Display a centralized board listing all tasks with key details (title, description, assigned staff, due date, status).
* Filter and sort tasks by status, priority, deadline, or assigned staff.

**Task Creation and Allocation:**

* Admin can create new tasks with details such as title, description, priority, deadline, and assign them to one or multiple staff members.
* Tasks can have subtasks or checklists (optional).

**Task Status Tracking:**

* Predefined statuses (e.g., Pending, In Progress, Under Review, Completed, Archived).
* Status updates can be performed by assigned staff or admin.

**Task Transfer:**

* Admin can reassign or transfer a task from one staff member to another seamlessly, with history tracking.

**Multi-staff Collaboration:**

* Support multiple staff assigned to the same task, all able to update status and comment.

**2. Staff Interaction and Updates**

**Task Updates and Comments:**

* Staff can update progress on tasks and add comments or notes.
* Comments support text, file attachments, and timestamps.
* Comments can continue even after a task is archived for record-keeping.

**Daily Task Log:**

* Staff can maintain a personal daily log/list of completed tasks or achievements.
* Logs are visible to admin for performance review or auditing.

**3. Notifications and Reminders**

**Task Notifications:**

* Automated alerts for assigned tasks due on the current day or upcoming deadlines.
* Notifications sent via in-app alerts, email, or push notifications (depending on platform).

**Reminders:**

* Staff and admin can set reminders on tasks to receive alerts at custom times.

**4. Communication and Collaboration**

**One-on-One Chat:**

* Private messaging between staff members for quick communication.

**Group/Company Chat:**

* Group chat channels for company-wide announcements or team discussions.
* Ability to create topic-specific groups or channels (optional).

**5. Administrative Controls**

**User Management:**

* Admin can add, edit, or remove staff accounts.
* Role-based access control to restrict or allow certain features.

**Activity Logs:**

* Record all key actions such as task creation, updates, transfers, comments, and chat logs for audit purposes.

**Reporting and Monitoring:**

* Dashboard for admin showing task statuses, overdue tasks, active staff workload, and completed tasks.

**6. Additional Features (Optional/To Be Added)**

**File Attachments:**

* Attach files or documents to tasks and comments.

**Search Functionality:**

* Search tasks, comments, and users.

**Mobile Support:**

* Responsive design or dedicated mobile app for accessibility on smartphones.

**Integration:**

* Integration with calendar apps (Google Calendar, Outlook) for task deadlines and reminders.

**Analytics:**

* Performance metrics for staff and task completion rates.

**7. Advanced Task Features**

* Task Dependencies: Define dependencies between tasks (e.g., Task B starts only after Task A is completed). Visualize dependencies with Gantt charts or timelines.
* Recurring Tasks: Ability to set tasks to recur daily, weekly, monthly, or custom intervals.
* Task Templates: Save task templates for common workflows to quickly create new similar tasks.
* Time Tracking: Staff can log time spent on tasks. Admin can view reports of time logged per task or staff.
* Task Prioritization: Drag-and-drop prioritization within columns or lists for better workflow control.

**8. Enhanced Collaboration Tools**

* Real-time Collaboration: Live updates on task changes, comments, and status in real-time without page refresh.
* Mentions & Notifications: Use @mentions in comments or chats to notify specific users.
* Task Voting/Polls: Allow team members to vote on task priority or decisions related to tasks.
* Activity Feed: Global or project-specific feed showing recent activity and updates.

**9. User Experience Enhancements**

* Customizable Dashboards: Users can customize their dashboard widgets (task overview, calendar, notifications).
* Dark Mode: Option for light/dark UI themes for better accessibility.
* Keyboard Shortcuts: Enable power users to quickly navigate and manage tasks.
* Drag-and-Drop Interface: Intuitive drag-and-drop for task management across statuses and priorities.

**10. Reporting and Analytics**

* Custom Reports: Generate reports by date range, staff, project, or task status.
* Export Data: Export tasks, comments, time logs, and reports to CSV or PDF.
* Trend Analysis: Visualize trends like task completion rate, bottlenecks, or overdue tasks over time.

**11. Security and Compliance**

* Two-Factor Authentication (2FA): Enhance account security with optional 2FA.
* Data Backup & Restore: Regular automatic backups and ability for admin to restore data if needed.
* GDPR Compliance: Tools for users to download or delete their personal data per privacy laws.
* Permission Granularity: Fine-tuned permission settings for task viewing, editing, commenting, or deleting.

**12. Integration and Extensibility**

* API Access: Provide RESTful API for integration with other software or custom automation.
* Third-Party Integrations: Connect with tools like Slack, Microsoft Teams, Zapier, Trello, or Jira for cross-platform workflows.
* Webhooks: Trigger custom workflows or alerts when tasks are updated or created.

**13. Mobile & Offline Capabilities**

* Offline Mode: Ability to view and update tasks offline; sync changes when back online.
* Push Notifications: Native push notifications for mobile apps and browser alerts.
* Barcode/QR Code Scanning: Quickly attach task info or verify task completion via QR/barcode scans (great for field staff).

**14. Accessibility Features**

* Screen Reader Support: Ensure the app is fully usable with screen readers for visually impaired users.
* Localization & Multi-language Support: Support multiple languages and region-specific formats.
* Customizable Font Sizes and UI Scaling: For improved readability and usability.

**15. Project and Workflow Management**

* Project Grouping: Group tasks into projects or departments with their own boards and access control.
* Workflow Automation: Automate repetitive actions like moving tasks between columns based on status changes.
* Milestones: Define key milestones and track progress toward them.
* Calendar View: View tasks on a calendar for deadline planning and scheduling.

**User Stories for Task Board App**

**Priority 1 — Core Enhancements & Collaboration**

1. As a user, I want to create tasks with dependencies so that I can manage task sequences efficiently.
2. As an admin, I want to assign recurring tasks so that repetitive work is automated.
3. As a user, I want to log time spent on tasks so that I can track my work hours accurately.
4. As a staff member, I want to receive real-time updates on task changes and comments without refreshing the page.
5. As a user, I want to @mention team members in comments to notify them directly.
6. As a staff member, I want to drag and drop tasks between statuses for easier task management.
7. As an admin, I want to view reports of task completion rates and overdue tasks so that I can monitor performance.

**Priority 2 — User Experience & Security**

1. As a user, I want a customizable dashboard to prioritize the information I see when I log in.
2. As a user, I want dark mode to reduce eye strain during late work sessions.
3. As a user, I want keyboard shortcuts for quick navigation and task management.
4. As a user, I want two-factor authentication for enhanced account security.
5. As an admin, I want to backup and restore data to prevent data loss.
6. As a user, I want the app to support multiple languages so that I can use it in my preferred language.

**Priority 3 — Advanced Collaboration & Integration**

1. As a staff member, I want group chat channels for team discussions so we can communicate more effectively.
2. As an admin, I want to integrate the app with calendar apps to sync task deadlines and reminders.
3. As a developer/admin, I want API access and webhooks so I can build integrations and automations.
4. As a user, I want to attach files to tasks and comments for better context sharing.

**Priority 4 — Accessibility & Mobile Support**

1. As a mobile user, I want offline mode to view and update tasks even without internet connectivity.
2. As a user with visual impairment, I want screen reader support so I can use the app effectively.
3. As a mobile user, I want push notifications to stay updated on task changes and deadlines.

**Bonus / Stretch Goals**

1. As a staff member, I want to scan QR codes to quickly access or update tasks in the field.
2. As an admin, I want workflow automation rules to automate repetitive actions like status updates.
3. As a project manager, I want to track project milestones to monitor key deliverables.