

Enhancing Remote Team Coordination and Task Management

Date: April 15, 2025

Functional Requirements

ID	Requirement	Description
FR1	User Management	Create/manage user accounts, roles (admin, lead, member), set time zones/work hours
FR2	Task Management	Create, assign, edit, track tasks with deadlines, priorities, dependencies
FR3	Asynchronous Communication	Task-level comments, threaded discussions, activity logs
FR4	Team Dashboards	Visual overview of tasks by team/member with time zone-aware calendar
FR5	Notifications & Reminders	Custom alerts via email/Slack/Teams, due date reminders
FR6	Integration Capabilities	Connect with Slack, Microsoft Teams, Google Calendar, etc.
FR7	Reports & Analytics	Generate reports on productivity, task completion, team engagement

Non-Functional Requirements

ID	Requirement	Description
NFR1	Usability	Easy-to-use interface, responsive across devices
NFR2	Performance	Fast load and response times (<2 seconds for actions)
NFR3	Availability & Reliability	99.9% uptime, error recovery mechanisms
NFR4	Security	2FA, encryption, role-based permissions
NFR5	Maintainability	Modular architecture, well-

		documented codebase
NFR6	Compliance	Meets GDPR and data protection standards, includes audit logs