

# Project Summary

**Project Title:** Automated Task Status Notifier using Google Apps Script

## Objective

Automatically sends email notifications based on task status changes and overdue tasks in a Google Sheet.

## Tools Used

- Google Sheets
- Google Apps Script
- GmailApp Service

## Main Features

- Detects changes in task status (e.g., Pending → In Progress, In Progress → Completed)
- Sends customized Gmail notifications for each status change  
Notifies users when tasks are put **On Hold**
- Alerts users if tasks are **past their Due Date** and not marked as Completed
- Logs the **Last Status** and **Last Notified** date to avoid duplicate emails

## How the Code Works

- The script loops through each task row in the sheet.  
It compares the current status with the "Last Status" column.
- If a recognized status change is detected (e.g., Pending → In Progress), it sends a styled Gmail notification.  
If a task is **overdue** and not completed, it sends a reminder email.
- It updates the "**Last Status**" and "**Last Notified**" columns accordingly.
- You can schedule the script to run daily using a time-based trigger in Apps Script.

**Demo of the Code Execution:**  EmailTaskAutomation.webm

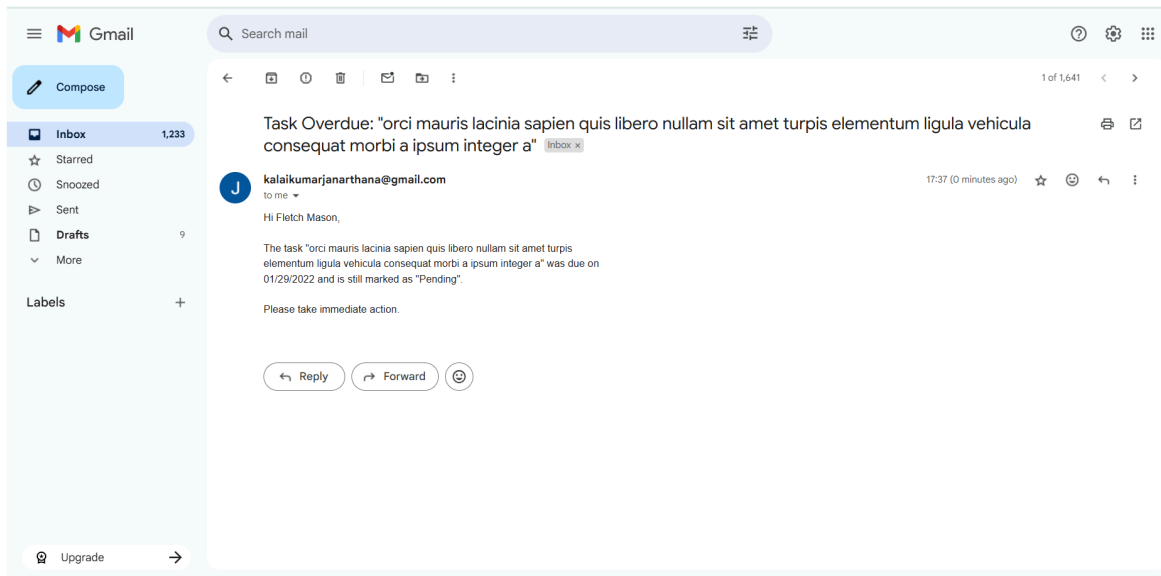
**Sheet Link:**  Email Trigger Automation

Includes columns: Task, Assigned To, Due Date, Status, Last Notified, Priority, and Last Status

## Real World Benefit

This automation ensures accountability, timely follow-ups, and improved communication in task management—especially useful for teams managing projects through Google Sheets.





Email Sent