**Task Manager**

Roles: Admin, Team Head, Team member

Admin: Add, delete, update users & assign roles

# **Team Head:**

* Login/ change password/ recover password
* Create new projects
  + Name
  + Add task
  + Add description
  + Add task deadline
  + Priority level
  + Upload reference documents
* Create Individual tasks
  + Add team members
  + Assign individual task and can make it as repeat for daily, weekly
  + Assign deadline
* View task report
* View team member report
* View project report

# **Team Member:**

* Login/ change password/ recover password
* Punch in - punch out with location (Google map api integration
* View Dashboard (Total assigned tasks, completed tasks, details about timely completion of tasks, upcoming deadlines)
* Check individual assigned tasks and change status as start, completed, cancel
* Check team tasks
* Check documents and attachments associated with tasks
* Add comment/ remark for task
* Add daily progress for assigned task
* Check project progress

## **Other features:**

* Calendar Integration
* Colour Coding for tasks
* Mobile Responsive

Project team head

Mul meme