

CheckedOff User Documentation

Group 1

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Introduction

The Challenge of Modern Family Life: A Need for Better Organization

In today's fast-paced world, families of all shapes and sizes face the constant challenge of managing busy schedules, multiple commitments, and ever-changing responsibilities. Whether it's a household with two working parents and children, a single parent juggling work and family life, or a multigenerational family under one roof, the need for better organization and communication is universal.

The Daily Struggle

For many families, each day begins with a whirlwind of activity: preparing meals, ensuring everyone has what they need for work or school, and trying to remember all the appointments, deadlines, and activities on the agenda. It's not uncommon for important events to slip through the cracks – a missed doctor's appointment, a forgotten school project deadline, or an overlooked extracurricular activity. These oversights can lead to unnecessary stress, rushed preparations, and sometimes even missed opportunities or commitments.

Current organizational methods, such as physical calendars, scattered notes, or general-purpose smartphone apps, often fall short of meeting the unique needs of diverse family structures.

What's needed is a comprehensive solution that can help streamline family schedules, improve communication, and adapt to the specific requirements of different household dynamics.

Ideas for the Ideal Solution

Life will be better if the chaos of family life can be solved by a digital assistant that can handle the complexities of managing multiple schedules and help families stay on top of everything.

This assistant would need the following key features:

1. **Flexible Family Calendar:** A shared calendar that can be customized for various family structures, allowing users to view everyone's schedules immediately. It would be color-coded for each family member or category of events, making it easy to see who has what, and when.
2. **Intelligent Reminder:** Personalized alerts that remind each family member about their upcoming events, tasks, or appointments. Such reminders would be customizable based on individual preferences and the nature of the event.

3. **Task Assignment and Tracking:** Availability to create and assign tasks to other family members, fostering responsibility and teamwork. The app should send reminders and allow tasks to be marked as completed.
4. **Collaborative Shopping Lists:** A feature for creating and sharing shopping lists. Any family member should be able to add items, and the app would organize them by store or category to make shopping more efficient.
5. **Meal Planning Integration:** A section for planning meals, linking recipes, and automatically adding ingredients to the shopping list, hence, streamlining grocery shopping and reducing the daily stress of meal preparation.
6. **Secure Document Storage:** Providing a protected space to store important documents like school forms, medical records, or permission slips, accessible when needed, whether at home or on the go.

Application Pages

Navigation

The CheckedOff application has a few pages to help you efficiently manage your busy family life:

- 1) Home page
- 2) Calendar page
- 3) Tasks page
- 4) Shopping List page
- 5) Recipe page
- 6) Documents page
- 7) Settings page

Navigation links appear at the top of the screen. Simply select any link and the application will take you to that page.

Home Page

The home page displays a summary of Task and Calendar Event items with a due date of “today”. Selecting any Task or Event item will take you to that item on the corresponding page. A filter is available to filter by user. By default, users will see Tasks and Events for all users. Filtering for a specific user will allow you to see only Tasks and Events for that user.

Calendar Page

The calendar page displays a full month calendar. Users can navigate to previous or future months by selecting left or right arrows beside the month name.

Events are meant to be scheduled meetings like appointments, meetings, parties, and similar occasions. Events will display on the calendar showing a title and event owner.

There is a filter option that allows a user to select and therefore only display events assigned to that user. By default, all events will be displayed until a filter is used.

Selecting the Add New Event button will open the new event form. Complete each field and save to create a new Event.

Task Page

The task page displays a list of tasks in ascending order of due date.

Tasks can be checked off as complete by selecting the check box. Tasks can also be removed from view by selecting the “x”.

There is a filter option that allows a user to select and therefore only display tasks assigned to that user. By default, all tasks will be displayed until a filter is used.

Selecting the Add New Task button will open the new task form. Complete each field and save to create a new task.

Shopping List Page

The Shopping List page displays a list of items on the shopping list.

Shopping list items can be checked off as purchased by selecting the check box. Shopping list items can also be removed from view by selecting the “x”.

There is a filter option that allows a user to select and therefore only display shopping list items according to the following views:

- 1) By User
- 2) By Store
- 3) By Category

By default, all shopping list items will be displayed until a filter is used.

Selecting the Add New Item button will open the new item form. Complete each field and save to create a new shopping list item.

Recipe Page

The Recipe page displays a list of recipes.

There is a filter option that allows a user to select and therefore only display recipes according to the following views:

- 1) By Chef (User)
- 2) By Cuisine
- 3) By Difficulty

By default, all recipes will be displayed until a filter is used.

Selecting the Add New Recipe button will open the new recipe form. Complete each field and save to create a new recipe item.

Documents Page

The Documents page displays a list of documents.

There is a filter option that allows a user to select and therefore only display recipes according to the following views:

- 1) By User
- 2) By Category

By default, all documents items, not the actual document, will be displayed until a filter is used.

Selecting the Upload Document button will open the new document form. Complete each field and save to upload a new document.

