Product Backlog
Task Management and Team Collaboration Tool

Introduction

The product backlog serves as the prioritized list of features, enhancements, and fixes for the Task Management and Team Collaboration Tool. It is structured based on priority to guide development iterations effectively.

Prioritized User Stories

1. High Priority User Stories

1. **User Registration & Login**
   - *As a user, I want to register an account so that I can access the system.*
   - *As a user, I want to log in so that I can access my dashboard securely.*
2. **Task Management**
   - *As a user, I want to create tasks so that I can organize my work efficiently.*
   - *As a user, I want to assign tasks to a team member so that work is distributed efficiently.*
   - *As a user, I want to mark a task as completed so that progress is visible.*
3. **Project Management**
   - *As a project manager, I want to create and manage multiple projects so that my team has structured workflows.*
   - *As a project manager, I want to track sprint progress so that I can assess project timelines effectively.*
4. **Security & Authentication**
   - *As an admin, I want to manage user roles and permissions so that access control is maintained.*
   - *As a user, I want to reset my password in case I forget it.*

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2. Medium Priority User Stories

5. **Team Collaboration**
   - *As a team member, I want to comment on tasks so that I can discuss progress and blockers.*
   - *As a team member, I want to receive notifications when I am assigned a task.*
   - *As a user, I want to tag other users in comments so that they are alerted to relevant discussions.*

6. **Reporting & Analytics**
   - *As a project manager, I want to generate reports on completed tasks so that I can analyze productivity trends.*
   - *As a manager, I want to export reports in PDF or CSV format for documentation purposes.*
7. **Task Enhancements**
   - *As a user, I want to set task priority levels so that I can focus on urgent tasks first.*
   - *As a user, I want to attach files to tasks so that I can share relevant documents with my team.*

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3. Low Priority User Stories

8. **Customization & Integrations**
   - *As a user, I want to integrate my task management with external tools like Google Calendar so that I can track deadlines easily.*
   - *As a user, I want to customize my dashboard layout so that I can personalize my workflow.*
9. **Additional Enhancements**
   - *As an admin, I want to track system logs so that I can monitor system performance and security events.*
   - *As a user, I want to configure my notification preferences so that I can control the type of alerts I receive.*

Conclusion

This backlog will be continuously refined based on stakeholder feedback and development progress. The **high-priority items** will be addressed first to ensure a functional core system, followed by enhancements and integrations.