**Must-have features:**

1. Support for **timed tasks** (i.e., has a start time and end time), tasks with **deadline tasks** (tasks that have to be done before a specific deadline), and **floating tasks** (tasks without specific times). Note that category names are temporary names only. You should figure out what are the best names for these categories. Are these names intuitive to end-users? Should they even care about consciously categorizing tasks?
2. **CRUD** (i.e., Create, Read, Update, Delete) support for tasks.
3. **Undo** operations (at least for the most recent action)
4. Some **flexibility** in the command format: Support a few natural variations of the command format.
5. Simple **search**: A simple text search for finding an item if the user remembers some keywords from the item description.
6. Some way to keep track of which items are **done** and which are yet to be done.

**Extra features:**

Examples given are guidelines only.

* **PowerSearch** : More powerful and intelligent search. e.g. search for empty slots, near-match search, auto-complete (similar to Google search box), filters for other attributes (e.g. start time).
* **FlexiCommands**: High flexibility in command format. e.g., non-strict ordering of keywords, ability to specify aliases, support for more ‘natural’ language input, multiple undo/redo,   
  How flexible should the format be? As flexible, intuitive, and user-friendly as you can make it.
* **GoodGui**: A good GUI to give visual feedback to the user e.g., in-built guidance for new users, good visual feedback for actions, feedback while typing commands, hotkey to activate/hide, notifications, etc. More visual forms of conveying information (e.g. more important/urgent tasks stand out from the rest, longer events look different from shorter events, easy to see free slots, etc.)
* **GoogleIntegration**: Google Calendar integration. e.g. upload todo items to GCal, two-way sync, Support for GCal quick add command format, etc.
* Propose your own (subjected to approval)

Basic Features

If Jim is not sure of how to add a task and the available features of Task Catalyst, he can view the status message of help bar.

add

* If jim needs to add a task from the email, he can use ctrl + c to copy the text and use ctrl + d to paste to task catalyst.
* If jim has a meeting from 3pm to 4pm today, he can type <meeting from 3pm to 4pm today.>
* If jim wants to submit progress report by tomorrow 9am, he can type <submit progress report by tomorrow 9am.>
* If jim wants to clean up his desk when he is free, he can type <clean my desk>

Delete

* If today’s meeting is cancelled, Jim can type <delete 2>(meeting) or use alternate command “del” “rm”.

Edit (Update)

* If Jim decide to clean his by tomorrow, he can edit id num space, then he can notice that autocomplete feature to speed up his work flow and add tomorrow.

Read (View)

* If Jim wants to view tasks for a particular day like today or tomorrow, he can type #tdy, #tmr. Moreover, he can view the upcoming tasks by typing #upc.

Extra Features

Add

* If jim needs to call for a company audit on 14 nov 9am, 17 nov 10am and 18 nov 11am, he can type <company audit on 14 nov 9am, 17 nov 10am and 18 nov 11am.>
* If jim’s client inform him that he might be free on 14 nov 9am, 17 nov 10am or 18 nov 11am, he can type <Meet client on 14 nov 9am, 17 nov 10am or 18 nov 11am> to reserve those date and time.
* If Jim wants to add the desired category for him , type <meet #boss today>
* If Jim want to view all the tasks that related to boss, he can type #boss
* If Jim’s boss want to ask him to fix program bugs, he can type <fix bugs by today #pri>
* If Jim wants to view all priority tasks, he can type <#pri>.

Search/Delete

* If company audits are cancelled，Jim can search for company audit by typing <search company audit> then type <delete audit>
* If Jim accidently type <delete all>, all tasks will be cleared from view.

Can also delete multiple tasks <delete 1 2 3>

Undo

* Then he can use Ctrl+Z to undo or alternative way he can type <undo>

Redo