**Task Catalyst Checklist**

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| **S/N** | **Descriptions** | **Done?** | **Remarks** |
| **1** | **Task Creation** |  |  |
| **1.1** | If user didn’t specify any date, it will be put into "Today category" |  |  |
| **1.2** | If user specify a date, it will be put into “Upcoming category” |  |  |
| **1.3** | If user is unsure which date to specify, it will be put into “Someday category” |  |  |
| **1.4** | Able to use different keywords to represent the same command. Eg "edit" or "-e" |  |  |
| **1.5** | Specify recurring task with the keyword "every" eg. Every Monday |  |  |
| **1.6** | Input flexible date/time format. Eg 19 aug = Aug 19 = 19/08 = 19-08 |  |  |
| **1.7** | Reserve/block a range of particular date/time |  |  |
| **1.8** | Reserve/block specific dates like 17, 19 to 20 Aug |  |  |
| **1.9** | I am notified when a time range I specified overlap with existing task |  |  |
| **1.10** | Able to use relative keywords like today, tomorrow, Monday so that I do not have to specify exact dates |  |  |
| **2** | **Task Viewing** |  |  |
| **2.1** | Able to use different keywords to represent the same command. Eg "view" or "-v" |  |  |
| **2.1** | Entries are grouped by Today, Tomorrow, Upcoming (date set) , Someday (No date set) and Completed |  |  |
| **3** | **Task Modification** |  |  |
| **3.1** | Able to modify the tasks directly from a text file |  |  |
| **3.2** | Able to set priority levels (Low/Medium/High) |  |  |
| **3.3** | Able to search/edit/delete tasks by entering a command follow by the keyword. (eg. edit fish) It will display a list of keywords that consist of fish. |  |  |
| **3.4** | Able to use different keywords to represent the same command. Eg "edit" or "-e" |  |  |
| **3.5** | If there is only one matching task, I can type "edit consultation on 16 Aug" to change what was previously "Consultation for Physics on 18 Aug". If there are more than one match, It will show a list of task with similar keywords to edit. |  |  |
| **3.6** | Able to add notes or sub task in the main task. Eg. Main task: Go market, sub task: A list of groceries to buy |  |  |
| **3.7** | Able to edit information from a text file |  |  |
| **4** | **Task Deleting** |  |  |
| **4.1** | Able to use different keywords to represent the same command. Eg "delete" or "-d" |  |  |
| **4.2** | Able to select multiple task to delete. Eg. Delete 1,2,3,4 |  |  |
| **5** | **Others** |  |  |
| **5.1** | Sort a list of task by categories (priority/date/time/group) |  |  |
| **5.2** | Able to search task using keywords in a certain keyword group. Eg. Math = MA1505, MA1506, mathematics, GEK1517 |  |  |
| **5.3** | Able to strike off task that is completed |  |  |
| **5.4** | Able to undo/redo my previous commands and the program tells me what was undone. |  |  |
| **5.5** | Notification for upcoming tasks |  |  |
| **6** | **Additional features** |  |  |
| **6.1** | Able to set expiry date for tasks so that it will be deleted automatically. |  |  |
| **6.2** | Whenever a task is added to a specific date, a list of other task will be shown. This will allow me to know whether the day is too packed. |  |  |
|  | MAYBE |  |  |
| **1** | Able to clone tasks so that it save my time to add the task again |  |  |
| **2** | Able to import / export tasks into other text file |  |  |
| **3** | Able to collaborate with other users (eg. something like Github) |  |  |
| **4** | Able to share tasks to other users |  |  |
| **5** | Able to synchronise my task on any devices and platform. |  |  |
| **6** | Flexibility in using english sentences instead of fixed format. Eg meet teacher at office on 21 aug around 2pm/ 2pm see mom |  |  |
| **7** | Able to backup/sync the file automatically every min (cloud base) |  |  |
| **8** | Able to set password for task that's confidential |  |  |
| **9** | Login screen for users |  |  |
| **10** | Able to turn missed call into a task so that I will remember to call back |  |  |
|  | NO |  |  |
| **1** | Adding a task using voice commands |  |  |
| **2** | Multi language software |  |  |
| **3** | Able to track my location, so that if im near where I can do my task, the app will notify me. |  |  |
| **4** | Generate statistic to see my progress. Track no. of task completed today, yesterday or last week. |  |  |