**High Level DESIGINING Tasks**

1. Create TEMPLATE designs for following:
2. Default calendar TEMPLATE for MONTH (Box View)
3. Default calendar TEMPLATE for WEEK (Box View)
4. Default calendar TEMPLATE for DAY (Box View)
5. Default calendar TEMPLATE for MONTH (List View)
6. Default calendar TEMPLATE for WEEK (List View)
7. Default calendar TEMPLATE for DAY (List View)
8. MINI CALENDAR
9. ADD MEETING
10. BIRTHDAY
11. EVENT
12. NOTE
13. VIEW EVENTS List (all available events)
14. VIEW EVENT (one single event)
15. VIEW MEETING (one single meeting)
16. VIEW ALL BIRTHDAYS List
17. Create NOTIFICATION BAR
18. Create LOGIN form
19. Create REGISTER form

**DEVELOPMENT Tasks**

1. Create the DATABASE
2. REGISTER Users

These tasks are available when any user logs in

1. LOGIN Users
2. Show Notifications
3. Show the “**Current Month FULL Calendar**”
4. Show the “EVENTS, BIRTHDAYS, MEETINGS, NOTES in the FULL Calendar” of the selected MONTH
5. User selects a DAY 🡪show the SELECTED DAY, EVENTS, NOTES in DAY VIEW
6. **ADD** a NEW NOTE, EVENT, BIRTHDAY, MEETING
   1. TIME SLOT function is available for ADDING above instances.
   2. RECURRING EVENTS option is given in the ADD NEW EVENT function. Assign ‘End Date’ or ‘Number of Occurrences’
   3. ADD HOSTS/ AUTHORS, ADD INVITEES, ADD A LOCATION.
7. **EDIT** existing EVENTS, BIRTHDAYS, MEETINGS, NOTES
8. **DELETE** existing EVENTS, BIRTHDAYS, MEETINGS, NOTES
9. **SEARCH** events by Event name, Date, Location
10. Control **REMINDERS** for EVENTS, BIRTHDAYS, MEETINGS, NOTES(by setting a specific time period)
11. View MINI CALENDAR showing all added event dates
12. Moving for different **VIEWS** (from Box View to List View) and **SKINS** (change colours etc.)
13. Share Calendar
14. Integrate with GOOGLE MAPS
15. Export calendar to PDF

**EXTRA Functionalities**

1. Export to Excel
2. Add an Agenda for Meetings
3. Invitees can suggest agendas for Events
4. Suggest changes for Events(Location, Date)
5. Integrate with other social websites(Facebook)