Synopsis

Task Tracking Tool Project

1. INTRODUCTION

1.2 Overview

"TaskMitra-Friend of tasks" is a task tracking tool that helps teams manage and track their projects. TaskMitra implement features like creating projects, assigning tasks to team members, setting deadlines, and tracking progress, to organize and manage events.

1.1 Abstract

Now a days it is noticed that many people are not able to remember their tasks so the advantage of this website is remind their tasks to user and give the track report about their project/task.This website gives the capability to distribute the work among the user for the particular project purpose of good, efficient and effective work.It provides best team Productivity, decreases expenses and increases profits, facilitates team communication. It is easy to work with this website.

1.3 Objective

- An effective and efficient Task Management Includes Principal Of "Getting Things Done".
- Helps to organize, assign, and prioritize tasks, all from a single platform.
- Helps to monitor User progress and User can mark milestones to keep your project on schedule.
- Allows users to set goals, keep track of deliverables, and manage deadlines.
- Offers comprehensive, customizable schedules to facilitate uninterrupted workflows.
- User can assign team's members and goals. Eliminates the need to remember all tasks and keeps one on track with timely reminders.

2. LITERATURE SURVEY

2.1 Existing Problems

- Employee does not know what task they need to perform in absence of the leader.
- Admin tend to forgot follow up with the customers.
- Overhead on equal task distribution.
- Loss of recurring tasks
- Unwanted delay in task submissions.

2.2 Existing Solution

- Todoist - no template ,limited to team management
- Task o pad - no reminders, no task templates
- Bitrix24 - no reminder,no calender view
- Clockify - no reminder
- TaskQue. - no notification,no priotization
- Social Tables- do not support persnol tracking
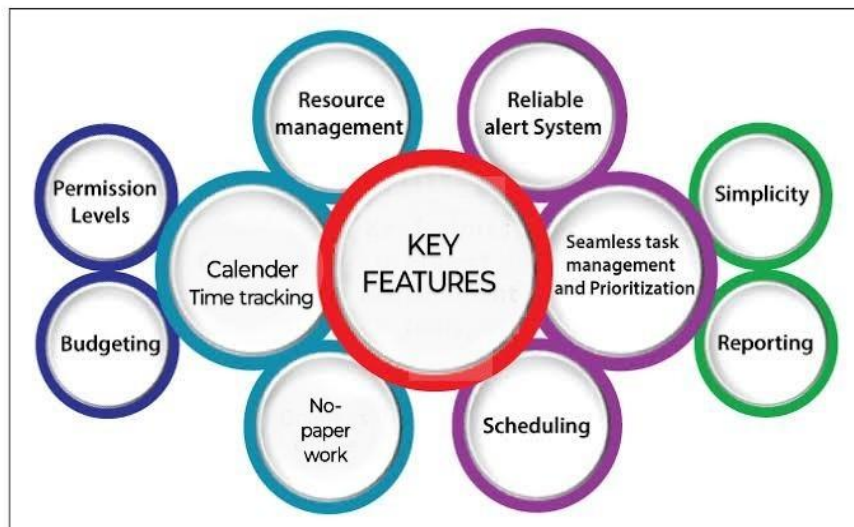- Octonius -no task priotization

2.3 Proposed Solution

- Sending reminders messages.
- Setting up Priority.
- Providing a Calander view.
- Progress update.
- Improves Team Productivity.
- Admin and User views.
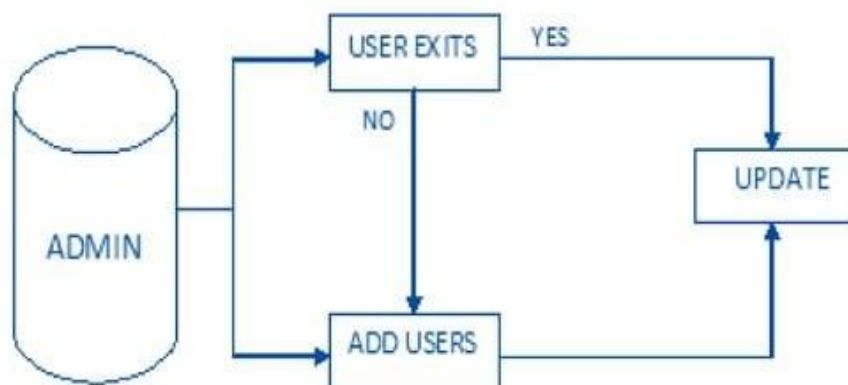- Providing different task template
- Email support
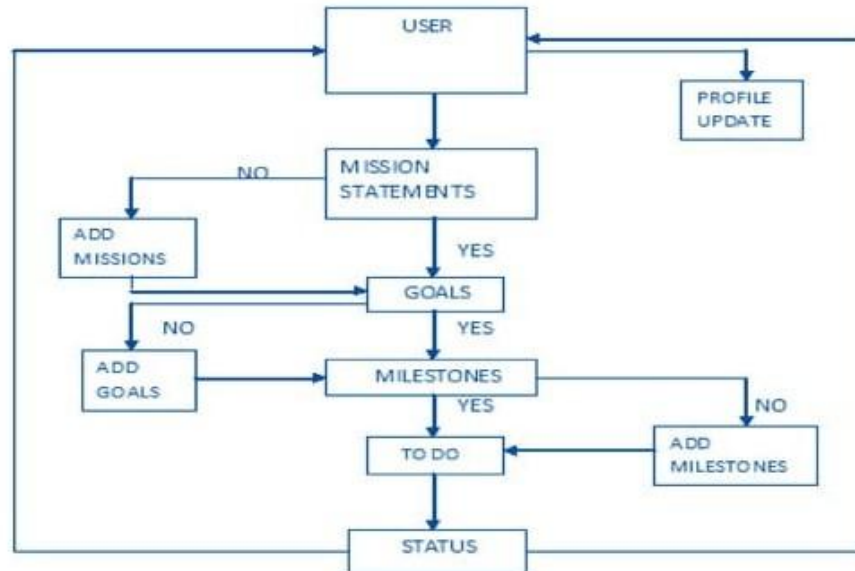
3. THEORETICAL ANALYSIS

3.1 Block Diagrams

- **Features**

- **Admin Module**

● **User Module**

3.2 **Designing requirements**
● **Hardware**

The specification of the system is as follows:
SYSTEM
Intel/Pentium/ Processor
RAM
STORAGE
Hard Disk/SSD

● **Software**

The specification of the software is as follows:
FRAMEWORK
MySQL, Bootstrap,Django(python)
LANGUAGE
HTML,CSS, Javascript, Python
DOCUMENTATION
MS-Word, MS-PowerPoint
OPERATING SYSTEM
Microsoft Windows XP Onwards

4. APPLICATIONS

The website can be used by:

- Task And Project Managers
- Team Leaders And Supervisors
- Remote And Distributed Teams
- HR And Recruitment Teams
- Educators And Students
- Event Planners
- Personal users

REFERENCES

- https://clickup.com
- https://www.dragapp.com

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