1. Todo lists are on paper.
   1. Leads to missing things
   2. Don’t know if things are getting done or when they get done
2. Some tasks repeat
3. Carolyn assigns tasks to people and need to know if they’ve done the task without bugging them
4. Wants to keep track of the tasks
5. Sub domain is an option

**Who should be accessing**

* Carolyn
* 4 or 5 people to access
* They have a computer that could serve the program

1. **Assign a task - M**
2. **See if they’ve completed it or the progress - M**
3. **Send notification to their phone or email (email seems to be good. People check email fast) – Would like**
4. **Assignee can reject tasks – Would like**
5. Bullet point tasks rather than detailed tasks
6. **Wants history of tasks to remain available – Nice to have**
   1. **Store for 3 to 6 months if long term too hard**
7. **Digital report to show completed tasks - Nice**
8. **Include invoices – Nice to have (Security concern)**
9. **Reminders for recurring tasks – Nice to have**
10. **Attach files/photos to tasks – Nice to have**
11. **User friendly Simple UI - M**
12. **Confirmation to see if the person has seen - M**
13. **Start date/end date – Would like**
14. **Operations manager will be using the most as she assigns tasks**
15. **Grounds manager will be the one assigned tasks the most - M**
    1. **Ability for the grounds manager to reassign a task to other workers**
    2. **Tiered system**
16. **Self assign a task – Would like**
17. **Waitlisted tasks - M**
18. **Task priority weighting - M**
19. **Tasks status updates and alerts - M**