Task Management System - Client Meeting Q&A Report

Project: Task Management System

# Meeting 1: Requirements Gathering Client Name:Nihar Client Occupation: Student Client Geotag Photo:

1. What are the main pain points you're currently facing with task management?

Answer: We often forget tasks or miss deadlines because there’s no proper system.

2. Who are the primary users of this system (e.g., teams, managers, departments)?

Answer: Mostly our team leads and members who work on daily tasks.

3. What kind of tasks do you typically manage in your organization?

Answer: We handle project work, team tasks, and sometimes quick one-time jobs.

4. How do you prioritize tasks (e.g., deadlines, importance, urgency)?

Answer: Right now, we just talk or text about what’s important first.

5. Would you like this system to support both individual and team tasks?

Answer: Yes, we need it for personal task tracking and team collaboration.

6. How do you currently track task progress?

Answer: We usually ask around or use WhatsApp messages.

7. Do you need features like file attachments or comments in tasks?

Answer: Yes, being able to add files or notes will help a lot.

8. What platforms should the system support (web, mobile, both)?

Answer: Web is fine for now, but mobile will be useful later.

9. Do you need access control (e.g., admin, manager, user roles)?

Answer: Yes, so only certain people can edit or assign tasks.

10. What outcomes do you expect from this system once it’s implemented?

Answer: We want better task tracking, fewer delays, and better teamwork.

# Meeting 2: Feature Planning and Workflow Client Name: Balaji

# Client Occupation: builder

# Client Geotag Photo:

1. How should a task progress from creation to completion in your workflow?

Answer: A team lead creates a task, assigns it, the person works on it, and then marks it done.

2. Do you need task dependencies (e.g., Task B can only start after Task A)?

Answer: Yes, sometimes one task depends on another being finished first.

3. Should users receive notifications or reminders for tasks?

Answer: Yes, reminders help us stay on track.

4. How do you envision the dashboard or home screen of the system?

Answer: It should show upcoming tasks, deadlines, and progress in one place.

5. Should tasks support subtasks or checklists?

Answer: Yes, breaking big tasks into smaller parts would be helpful.

6. Do you need recurring tasks or repeating reminders?

Answer: Yes, for tasks like weekly meetings or reports.

7. What kind of filters or search features do you expect for task navigation?

Answer: We want to filter by date, priority, and team.

8. Would you like integration with email, calendar, or chat tools?

Answer: Yes, especially Google Calendar and maybe Slack later.

9. Should team members be able to comment or collaborate on a task?

Answer: Yes, that would make communication easier.

10. What kind of reporting or analytics are important to you?

Answer: Just simple reports about what’s done and what’s pending.

# Meeting 3: UI/UX and Prototype Feedback Client Name: Charan

# Client Occupation: Business man

# Client Geotag Photo:

# 

1. How do you feel about the layout and flow of the prototype so far?

Answer: It’s clean and easy to understand.

2. Are the colors, icons, and fonts appropriate for your brand and easy to read?

Answer: Yes, but maybe a bit more contrast would be nice.

3. Is the task creation form easy to use and understand?

Answer: Yes, it’s simple and straight to the point.

4. Would you like a dark mode or any accessibility options (e.g., font size, contrast)?

Answer: Dark mode would be nice for late work.

5. Are there any unnecessary steps in the current user flow?

Answer: Not really, everything seems smooth.

6. Is it easy to understand which tasks are high priority or overdue?

Answer: Yes, but a color label would help.

7. How do you feel about the mobile view or responsiveness?

Answer: We haven’t checked much, but it should be there later.

8. Would you prefer a calendar or list-based view by default?

Answer: A list view is better, but calendar is good for planning.

9. What features or buttons should be more visible or accessible?

Answer: The ‘Add Task’ button should be always visible.

10. What additional user customization would you like to see?

Answer: Letting users choose dashboard widgets would be cool.

# Meeting 4: Deployment and Final Scope Confirmation Client Name: Navaneeth

# Client Occupation: Software Engineer

# Client Geotag Photo:

1. Are there any remaining features or changes you'd like to add?

Answer: No, the current plan looks good.

2. What is your preferred timeline for launch or deployment?

Answer: If we get something basic in a month, that’s perfect.

3. Do you require training or user manuals for your team?

Answer: Yes, just short guides or video tutorials would help.

4. How do you plan to onboard users to this system?

Answer: We’ll show them during a team meeting and share the manual.

5. Do you have any specific hosting or cloud provider preferences?

Answer: Not really, whatever is safe and reliable.

6. How important is it to have daily backups and data recovery features?

Answer: It’s very important in case anything goes wrong.

7. What are your security or compliance requirements?

Answer: Just make sure the data is secure and private.

8. Who will manage system maintenance and updates post-launch?

Answer: We’ll rely on the developer team for that.

9. Would you like regular reports or performance summaries sent via email?

Answer: Yes, a weekly summary would be great.

10. What are your expectations after the system is deployed (support, feedback, updates)?

Answer: We want help if bugs come up and maybe add features later.