# Time Sheet

## Team Members
Pratiksha Jain
Jyothi Panuganti
Muskan Srivastava
Shubham Jagtap
Lalit Sharma
Srijit Datta
Saksham Nayyar

## Introduction: Problem Statement & Explanation
Traditional methods like working on excel sheets for tracking the progress of on-going projects can be a bit tiring and may lead to some faults. So, to overcome all these, developing a Web-App to maintain records and track the progress of all the assigned and on-going projects to the employees of an organization and also perform various analytics like employee-report, etc. on the data gathered.

## Work Distribution
It is endeavoured to divide work into categories (instead of among team members):

Front-End (HTML, CSS, JS, Bootstrap):
        Website Designing (look & feel) & planning of features to support.
Back-End (Python & SQL):
        Putting the logic behind every feature.
Framework (Django)
        Learning to work with Django practically.

Project Management :
        Lead & Vice Lead - Saksham Nayyar & Shubham Jagtap

NOTE:
To get the best out of everyone, we shall be completing each stage together.
With this approach everyone shall get good in every concept.
The responsibility of project completion is on the Leads.

Also, one approach followed will be that the code of each category shall be passed onto all the members for a review before the code is finalised.
This shall be done to add enhancements & make the code better with everyone's inputs.

# Modules & Functionalities

## I. Login Portal:

- First create a login page for the delegator & employee (same page with different forms for authentication).
- Database required for verification.
- Login history can be logged for surveillance (optional).

## II. Forms:

- Create a form page for the delegator to enter his team organisation i.e.,
Business Group, Team Name(s), Leader/Mentor(s), Employee(s)' names & their IDs and Projects Assigned to each employee.
- No need for employee registration. Their details shall already exist after above form is filled by the delegator.

## III. Timesheet Development:

- Login page for both delegator & employee (already created above) to be displayed first.
- Timesheet displayed to the delegator & employees for a full week but employees can modify for present day only.
- Projects/Tasks shall be assigned by the delegator. For employees it shall be visible as Read only.
- Employee has to just put a tick in the checkbox for the day's tasks done.
- Additional optional comments can be allowed for the employee to enter against each task.
- Employee shall save as draft or submit the changes which will be sent for approval.
- Reset timesheet option for employees filling.

## IV. Delegator Privileges in Timesheet:

- Timesheet approval feature.
- Project Addition/Removal feature for every employee.
- Visualize and filter timelines of employees within & across projects i.e., View tasks assigned to each employee with dates for any project assigned by delegator.
- Calendar to pick a random date/week, navigation to go back & forth to see projects/tasks assigned details date-wise for any employee.

# Timelines

## I. Documentation
09/11/2020

## II. Login Portal
16/11/2020

## III. Forms
23/11/2020

## IV. Timesheet Development
7/12/2020

## V. Delegator Privileges in Timesheet
14/12/2020

## V. Finalise
20/12/2020

## Contact Info

### Saksham Nayyar - Team Leader
Mobile No: 9891776077
Email Id: saksham.nayar@gmail.com

### Shubham Jagtap – Vice Team Leader
Mobile No: 9403824767
Email Id: shubhamjagtap1510@gmail.com