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Documentation

Task Management and Team Collaboration System using No-Code Tools

1. Introduction

In team-based projects, managing tasks, tracking progress, and meeting deadlines can be challenging when done manually. Lack of proper communication and reminders often leads to delays and confusion among team members.

This project aims to build a **Task Management and Team Collaboration System** using multiple no-code tools. The system allows users to create tasks, assign them to team members, track task progress, and receive automated reminders, without the need for traditional coding.

2. Objective of the Project

The main objectives of this project are:

- To create a simple task management system without coding
- To allow users to create and assign tasks easily
- To track task status and progress
- To automate reminders for upcoming deadlines
- To enable collaboration and communication among team members
- To integrate multiple no-code tools effectively

3. Tools and Technologies Used

Tool	Purpose
ChatGPT	Brainstorming project ideas and workflow logic
Notion AI	Organizing project details, task flow, and documentation
Bubble	Designing the task management user interface
Airtable	Storing task data, deadlines, and assignments
Jotform	Creating forms for task creation and updates

Make	Automating reminders and notifications
n8n	Building workflows for task updates and integrations
Web Browser	Accessing and testing the system

4. System Description

The Task Management and Team Collaboration System consists of interconnected no-code platforms working together:

- Bubble provides the front-end interface
- Airtable acts as the database
- Jotform collects task input from users
- n8n and Make handle automation and workflows
- Landbot enables chatbot-based interaction

All components work together to provide seamless task creation, tracking, and communication.

5. System Features

5.1 Task Creation

- Users can create new tasks using Jotform
- Task details include:
 - o Task Title
 - o Description
 - o Assigned Team Member
 - o Deadline
 - o Priority Level

5.2 Task Assignment

- Tasks are assigned to team members
- Assignment details are stored in Airtable
- Team members can view assigned tasks

5.3 Task Tracking and Status Updates

- Task status can be updated as:
 - o Pending
 - o In Progress

- o Completed
- Status updates are reflected in Bubble UI
- Progress tracking helps monitor team productivity

5.4 Automated Reminders

- Make and n8n automate reminders
- Notifications are sent for:
 - o Upcoming deadlines
 - o Overdue tasks
- Reduces missed deadlines

5.5 Team Communication

- Team members can view task updates
- Landbot chatbot allows users to:
 - o Check task status
 - o View assigned tasks
 - o Get deadline information

6. Workflow Automation

The system uses automation tools to reduce manual effort:

- Jotform submissions trigger workflows
- Airtable updates task records automatically
- n8n manages task synchronization
- Make sends reminder notifications

This ensures smooth and efficient task handling.

Jotform link: <https://www.jotform.com/build/260359181729060#preview>

Airtable

link: <https://airtable.com/appErSkzT3jgOhrKX/tbl6PrgYg0CpvkO1P/viwWjDA00joeHEwLM?blocks=hide>

Bubble link: https://727823tucs323-12938.bubbleapps.io/version-test/my_tasks?debug_mode=true

n8n

link: <https://sridevi03.app.n8n.cloud/workflow/WYq5iCn3piYHv64SboBD?projectId=LQTQFAJiq5L2fwCz>

Screenshots:

The screenshot shows the 'My Tasks' section of the TaskSphere application. It displays four cards with task counts:

- My Total Tasks: 6
- In Progress: 5
- Completed: 1
- Upcoming: 5

Below the cards are filtering options: Status (All Statuses, Choose an option...), Sort By (Normal, Slow, Step-by-step), and a note about creating new tasks via an external form. At the bottom are debugger controls (Debugger, Inspect) and responsive design tools.

The screenshot shows the 'Project Dashboard' section of the TaskSphere application. It displays four cards with task counts:

- Total Tasks: 7
- In Progress: 5
- Completed: 1
- Upcoming Deadlines: 5

Below the cards are filtering options: Status (To Do, Choose an option..., Apply Filters, Reset). A note at the bottom says "Prepare project kickoff meeting" and "Organize and schedule the initial project kickoff meeting with all stakeholders. In Progress". At the bottom are debugger controls (Debugger, Inspect) and responsive design tools, along with system status icons (weather, search, browser, file, etc.) and a footer with the date and time.

TaskSphere

Dashboard Team Board My Tasks Reports Settings Log Out

Team Board
Visualize your team's workflow across status columns

Filter by Assignee Sort Within Columns
All Team Members Choose an option... Refresh

To Do	In Progress	Blocked
Spec Q2 roadmap initiatives (Medium) Feb 25, 2026 7:30 am	Refactor sync worker (High) Feb 9, 2026 9:00 am testuser@example.com	
	Review upcoming release tasks (High) Feb 9, 2026 4:30 pm testuser@example.com	
	Implement retry with backoff (Critical) Feb 10, 2026 6:30 am	

Debugger Normal Slow Step-by-step Group inprogress-task-footer Inspect Show responsive tools

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Task management System Data Automations Interfaces Forms Trial: 4 days left Launch Share

Users Tasks Task Updates Add or import Tools

Grid view

+ Create new... Find a view Grid view

Update Message	Task	Updated By	Status Change	Update Time	Re
Initial task assigned to tea...	Prepare project kickoff meeti	Alice Johnson	Assigned	2024-06-01 09:00	Task as...
Task started by assignee.	Update website homepage	Brian Lee	In Progress	2024-06-01 10:15	Work c...
Requirements clarified with...		Carmen Diaz	In Progress	2024-06-01 11:30	Needle...
Task blocked due to missin...		David Kim	Blocked	2024-06-01 13:00	Awaitin...
Resources provided, task u...		Emily Chen	In Progress	2024-06-01 14:45	IT prov...
Task completed and submit...		Frank Miller	Review	2024-06-02 09:20	Work f...
Review feedback received, ...		Grace Park	In Progress	2024-06-02 11:00	Review...
Changes implemented as per...		Hannah Smith	Review	2024-06-02 13:10	All req...
Task approved and marked...		Ian Brown	Completed	2024-06-02 15:00	All criti...
Task reopened due to new ...		Julia Evans	In Progress	2024-06-03 09:30	Client i...
Additional features implem...		Kevin Wright	Review	2024-06-03 12:00	New re...
Task delayed due to team ...		Linda Green	Delayed	2024-06-04 08:45	Key tea...
Task resumed after team m...		Michael Scott	In Progress	2024-06-05 09:00	Team r...
+ Add...	Nina Patel		Completed	2024-06-05 10:30	All stat...

15 records

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https://www.jotform.com/build/260359181729060#preview

Fill Form

School

Phone Video Chatting Preview Form

Task Submission Form
Submit a new task for team tracking and management.

Task Title *

Task Description *

Assigned To *
 Please Select

Priority *
 Please Select

Task Status *
 Please Select

Start Date *
 MM-DD-YYYY
Date

Due Date *
 MM-DD-YYYY
Date

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Conclusion

This project successfully demonstrates the development of a Task Management and Team Collaboration System using no-code tools. The system simplifies task creation, assignment, tracking, and communication while automating reminders for deadlines. By integrating tools like Bubble, Airtable, Jotform, Make, n8n, the project achieves efficient workflow automation without traditional coding. This approach saves time, reduces complexity, and is ideal for students and non-developers.

