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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

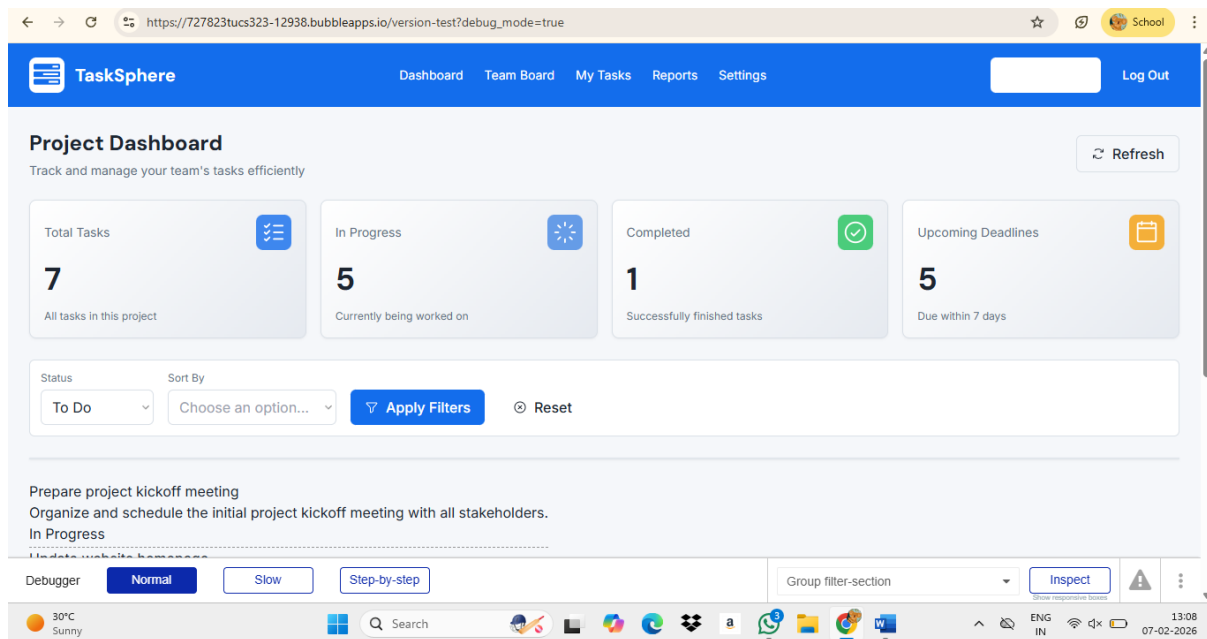
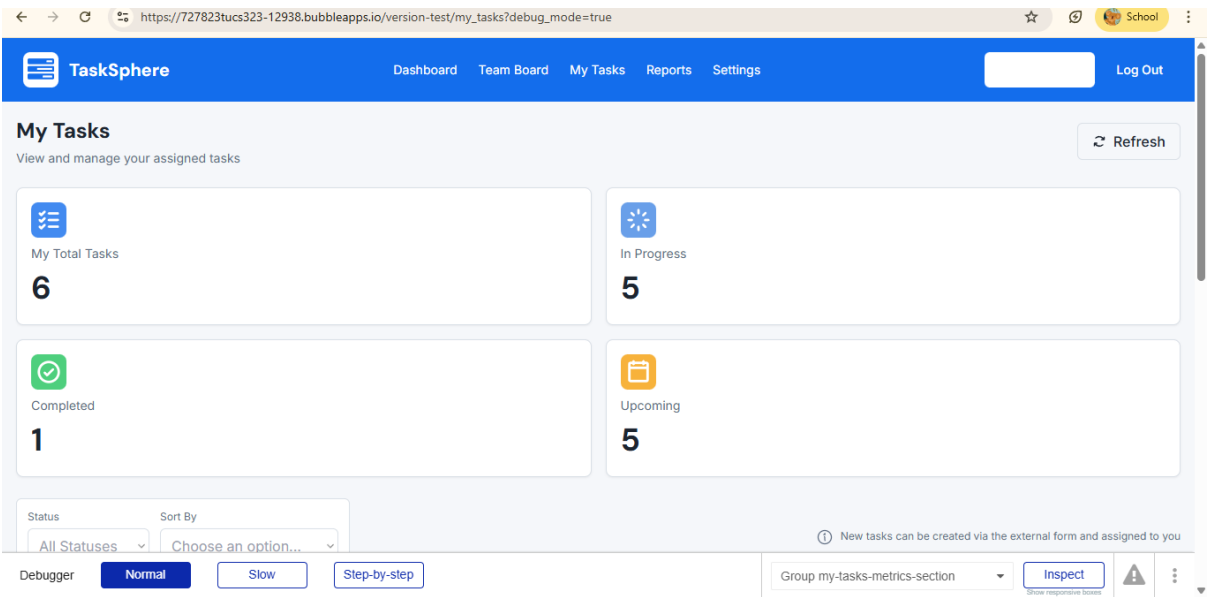
link: <https://airtable.com/appErSkzT3jgOhrKX/tbl6PrgYg0CpvkO1P/viwWjDA00joeHEwLM?blocks=hide>

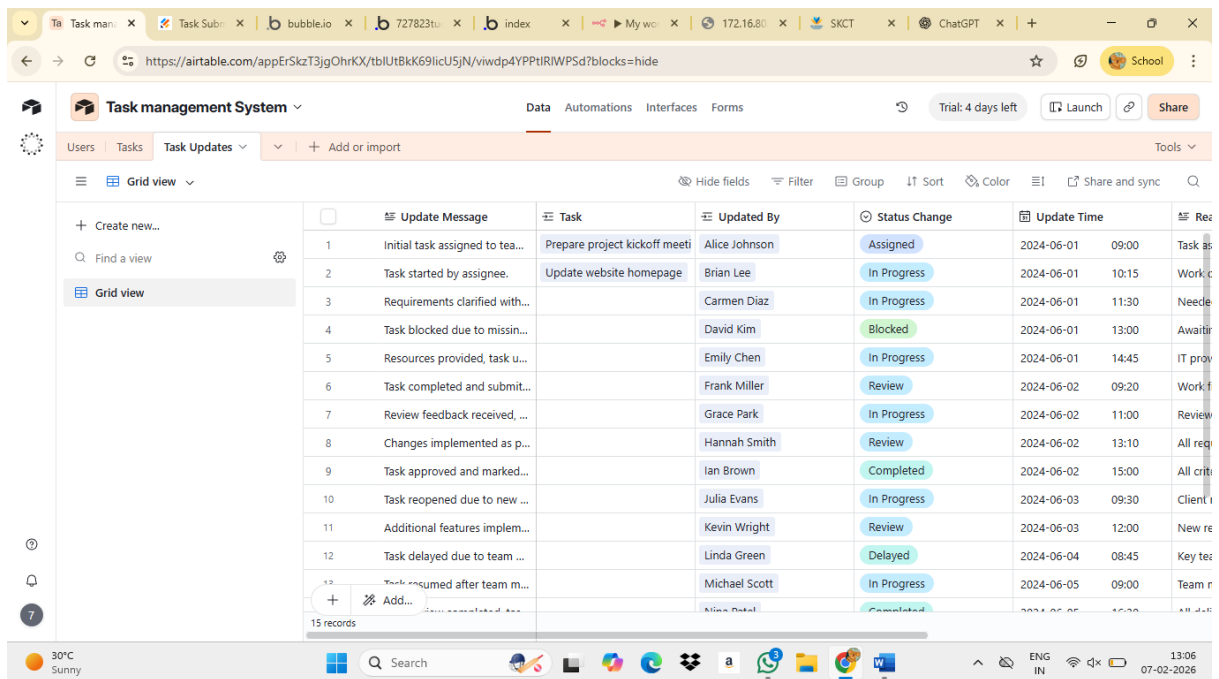
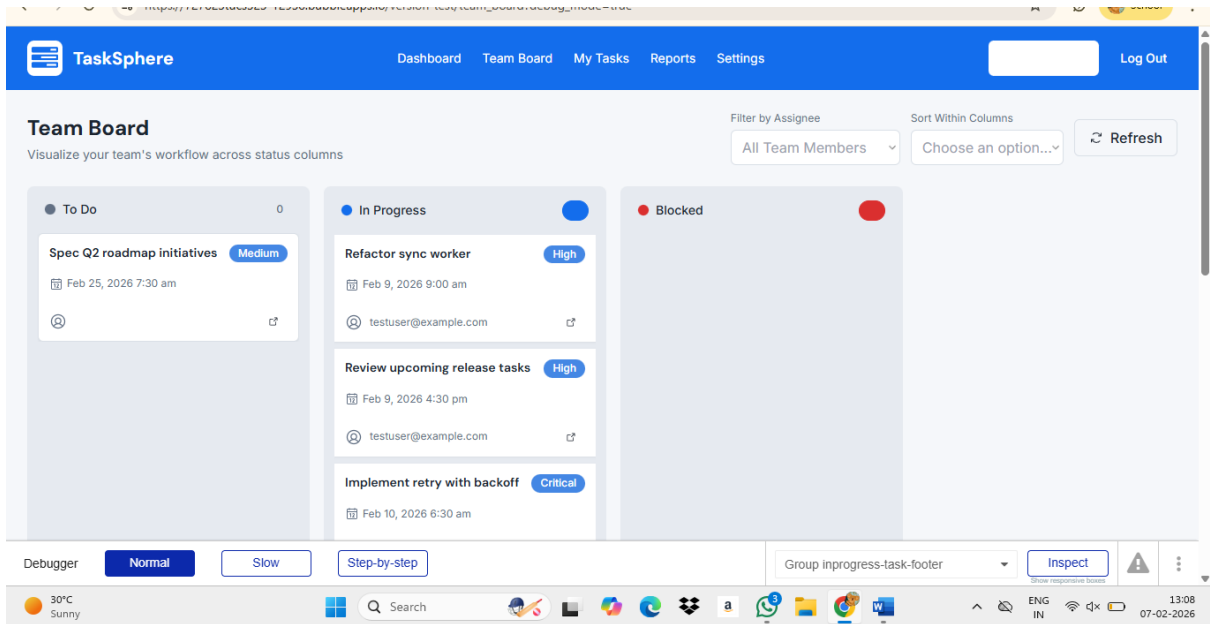
Bubble link: [https://727823tucs323-12938.bubbleapps.io/version-test/my\\_tasks?debug\\_mode=true](https://727823tucs323-12938.bubbleapps.io/version-test/my_tasks?debug_mode=true)

n8n

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

Screenshots:





A screenshot of a web browser displaying the Jotform Task Submission Form. The browser's address bar shows the URL "https://www.jotform.com/build/260359181729060#preview". The page has an orange header with navigation links: Home, Index, History, and Practice Page. The form itself is titled "Task Submission Form" and includes a subtitle "Submit a new task for team tracking and management." The form fields are as follows: "Task Title \*" with a text input; "Task Description \*" with a large text area; "Assigned To \*" with a dropdown menu showing "Please Select"; "Priority \*" with a dropdown menu showing "Please Select"; "Task Status \*" with a dropdown menu showing "Please Select"; "Start Date \*" with a date picker set to "MM/DD/YYYY"; and "Due Date \*" with a date picker set to "MM/DD/YYYY". At the bottom of the page, there is a Jotform logo, a weather widget showing "30°C Sunny", a Windows taskbar with various application icons, and a system clock showing "13:07 07-02-2026".

## **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.

