**Project Title:** Taskify – A Task Manager App

**Project Description:** Idea is to create a web app with clean and polished UI that provides features to users to manage personal and team/project’s tasks, monitor status, all within a user-friendly interface. This project aims to enhance productivity for individuals, teams, and organizations. It also supports multiple organizations/ multiple teams, giving users the flexibility to manage personal to-do tasks as well as diverse team tasks under one account.

**Key Features:**

**1. Task Management**

* Create, Assign, and Delegate Tasks: Users can create tasks for themselves (Personal Tasks) or assign them to team members. Tasks can be deleted if no longer needed. Personal tasks are managed separately from team tasks.
* Set Priorities, Deadlines, and Dependencies: Tasks can be categorized by priority (e.g., High, Medium, Low) and assigned deadlines or time periods. Dependencies can be set between tasks to ensure proper task sequences.
* Track Progress and Status: Tasks are categorized based on their status: Upcoming, Ongoing, Expired, Completed, and Archived.
* Task Archiving: Completed or inactive tasks can be archived to keep the active task list clean. Tasks can be archived automatically after their deadline or manually by users.
* Drag-and-Drop Functionality: Users can reorder tasks on the dashboard using drag-and-drop, allowing for flexible task management.
* Dashboard UI and Calendar View: The dashboard displays tasks over a rolling 3-day window from the current day onward. Users can navigate forward or backward through the days or switch to a calendar view for a broader or past overview of tasks.

**2. Team Management**

* Create and Manage Teams: Users (task creators) can form and manage teams within their organizations for collaborative task management. Teams can have multiple team leads, each with defined permissions to oversee tasks and manage the team.
* Assign Team Leads and Members: Team leads are responsible for managing tasks and facilitating communication between team members.
* Role-based Access Control: Different roles within the team (e.g., Admin, Lead, Member) come with specific permissions, ensuring controlled access to task management, task creation, and other features.

**3. Organization Management**

* Create and Manage Multiple Organizations: Users can manage multiple organizations or groups under one account, allowing flexibility in handling different teams or departments.
* Member Management: Easily onboard new users, assign roles, and offboard users when they leave the organization, keeping user membership up to date across all organizations.

**4. Authentication, Authorization & User Profile**

* User Profile Management: Users can manage their profiles, update personal information, change passwords, and view their activity within the app.