# Feature Development Priority:

1. Shared Folders (File sharing) and Notification
2. Business Template Resources
3. ⁠Business Coaching and Mentoring Platform
4. Simple Accounting Services & Platform to Find an Accountant
5. Construction Pricing Tools
6. ⁠Project Management Tools
7. Online Learning Platform - External Integration

**Folders for Compliance Documents with Notifications**

* **User Interface**
  + Display an overview of the compliance status, indicating if any documents are approaching expiration
  + Document info
    - Document Information: Title, expiration date, upload date, status.
    - Download Document Button.
    - Set Reminder Button
  + Compliance Folders
    - Categories: Legal Documents, Certifications, Licenses, Others
    - Displaying available compliance folders
      * Highlight folders with approaching expiration dates
    - Documents listed within each folder
    - Upload Document
      * Users can upload new compliance documents to the appropriate folders.
    - Allow users to categorize compliance folders for better organization
  + Notifications Feed.
    - Display a feed of notifications for document expiration reminders and other compliance-related updates
  + Users can download compliance documents directly from the app.
  + **Set Reminder**
    - Users can set automatic reminders for document expiration dates
    - Receive notifications when documents are approaching expiration
  + **Search** Functionality
* **Questions**:
  + Folders are created in categories or each folder is a new category?(Folder is a category)
  + Categories are hard coded? If not then who will add them?(Can be added)
  + Which roles can upload document?(any user in there space)
  + Which file types are valid?(word, pdf,xl,power point)
  + Versions to be maintained for folders(if changeable) and documents?(name is unique cersion maintain of document)
  + Which user roles allowed to see folders and download document?(only me and I can share as well)
  + Users can set expiration of documents they uploaded or any document?(there own)
  + Notifications for their own documents or all documents?

**Business Template Resources**

* Templates Library
  + Categories: Business Plans, Marketing Strategies, Financial Projections, Legal Documents, Others.
  + A list of available templates within the selected category.
  + View key details of the selected template before download
  + Template Information: Title, description, and key details
  + **Search** category or template
  + Clicking on a template shows a preview with options to download.
  + Display: Latest templates downloaded by the user through their profile
  + Send **notifications** for new template releases or reminders to explore different template categories.
  + **User Profile**: Access to user profile settings
  + **Questions**:
    - Templates will be created or uploaded? (created and same file type as folders)
    - In case of upload or create who will have rights for that?(admin)
    - If created then what is the structure of templates?(same as document)
    - If uploaded which file types are valid?(same as documents)
    - Are categories constant or can be changed? If yes then who can change them?
    - Who have rights to download and view?(any can)
    - (No version control)

**Business Coaching and Mentoring Platform**

* Connect with a Coach/Mentor: Categories=> Industry, Expertise, Availability
  + Explore available coaches/mentors based on industry, expertise, and availability
  + Initiate a connection with a coach/mentor through the platform
* Recommended Coaches/Mentor: based on user preferences, industry, or past interactions
* Provide detailed information about each coach/mentor, including experience, expertise, and user ratings
* **Resources Section**
  + Resource Categories: Articles, Videos, Webinars, Tools.
  + Allow users to preview resources before accessing them, providing a brief overview.
  + Resource List: Displaying available resources.
  + Resource Preview: Clicking on a resource provides a brief overview and options to access Displaying available coaches/mentors based on selected criteria
* Coach/Mentor Profile: Clicking on a coach/mentor provides detailed information
* **Schedule Session**
  + Display: Upcoming coaching sessions
  + Calendar: Choose a date and time for the coaching session.
  + Session Details: Purpose, agenda, or specific topics to be covered.
  + Confirm and Schedule Button.
  + Display a list of upcoming coaching sessions.
  + Provide details such as coach/mentor name, date, and time
  + Users can schedule coaching sessions with their chosen coach/mentor.
  + Select a date and time, specify the purpose or topics to be covered, and confirm the session
  + Integrate with users' calendars to avoid scheduling conflicts and provide reminders for upcoming sessions
* **Chat Interface**
  + **Chat** Window: Real-time messaging interface between the user and the coach/mentor.
  + Session Details: Displaying information about the scheduled session.
  + End Session Button
* Send **notifications** for upcoming coaching sessions, new resource releases, or relevant coach/mentor recommendations
* Questions:
  + All users allowed?
  + Upcoming user sessions of mentor or users?
  + Recommendations past interaction? And if industry then who will give info
  + Resource file size?
  + Webinars? Will mentor add link or app gives functionality for live call?
  + Which type of tools we are expecting?
  + Articles will be links or document?

**Simple Accounting Services & Platform to Find an Accountant**

* **Business Owners**
  + Accounting Overview: Displaying key financial metrics => Display an overview of income, expenses, and recent transactions for quick financial insights
  + Show the most recent financial transactions on the dashboard
  + Connect with an Accountant Button.
    - Form: Capture user's accounting needs.
    - Search Button: To find accountants based on specific criteria.
    - List of Available Accountants: Displaying matching accountants.
    - Accountant Profile: Clicking on an accountant provides detailed information.
    - Connect Button
  + Provide detailed information about each accountant, including services offered, expertise, and user ratings.
  + Find an Accountant Button: Provides a way to search for and connect with accountants
  + **Communication** Center
    - Business owners can communicate with accountants regarding their financial needs
    - Accountants receive and manage requests through the communication center
* **Accountants**
  + Accountants can sign up for an account, log in
  + Access a dashboard displaying pending, in-progress, and completed requests
    - Profile Management: Edit details and services offered.
  + Communication Center:
    - Accountants receive **messages** and requests from potential clients.
    - Accept or reject client requests
  + Accept/Reject/overview Request
* Both business owners and accountants receive notifications for new requests, messages, and request status updates
* Questions:
  + Who will provide info like income, expenses, and recent transactions?

**Construction Pricing Tools**

* **User Interface**
  + Estimate Costs:
    - Project Details: Fields for project name, location, size, etc.
    - Materials Input: Add materials, quantity, and unit costs.
    - Suggested Costs Section: Displaying suggestions for costs of commonly used construction materials. (bricks, concrete, etc.)
    - Labor Input: Add labor details, hours, and rates.
    - Calculate Total Cost Button.
  + Suggested Costs
    - Provide a section suggesting costs for frequently used construction materials, assisting users in accurate estimations
  + Supplier Prices Management:
    - List of Suppliers: Displaying available suppliers.
    - Supplier Price Update: Input to update and manage supplier prices.
  + Suggested Costs: Section suggesting costs for commonly used construction materials.
  + **User Profile** Integration: Enable users to access and manage construction pricing data through their profiles
  + **Notifications**: for cost estimate completion, supplier price updates, and suggested costs for commonly used materials
* **Questions:**
  + Should we add types of material types so we can recommend things based on it? If yes then who will?

**Project Management Tools**

* **Task Assignment**
  + Task List: Displaying tasks, assignees, due dates, and status.
  + Add Task Button: For creating new tasks.
  + Edit Task: Interface to modify task details
* **Project Calendar View**
  + Calendar: Displaying project milestones, tasks, and deadlines
  + Add Event Button: Allow users to add events related to the project
* Time Tracking
  + Task List: Displaying tasks with time spent and status.
  + Start/Stop Timer Button: To track time spent on individual tasks.
* **Collaboration** Section
  + Discussion Board: Forum-style discussion for project-related conversations.
  + File Sharing: Interface for uploading and sharing project files.
  + Team Communication: Chat or messaging platform for team interaction.
* **User Profile** Integration
  + Enable users to access and manage project-related tasks, calendars, and collaboration features through their profiles
* **Notifications**
  + Send notifications for upcoming task deadlines, new discussions, and project milestones.

**Online Learning Platform - External Integration**

* Online Learning Platform Button: redirects users to the external Learning Management System (LMS) when clicked
* Integration:
  + providing users with direct access to business-related courses, webinars, and training materials
* External LMS Features: Leverage the full range of features and functionalities
* User Authentication: If necessary, ensure that users are authenticated accessing the external LMS

**Questions:**

1. **Who will add categories? Are they addable?**
2. **Should we add profile management, like create roles assign roles etc?**
3. **For BEE, construction tools and template resources should we allow view and download or all after sign in**