

Smart Employee & Personal Assistant App

✅ 1. Login & Onboarding :

User Story:

As a user, I want to log in securely using my mobile/email and OTP so that I can access the app quickly.

Acceptance Criteria:

- User must enter a valid mobile number/email.
- OTP is sent and expires after 60 seconds.
- User must complete profile setup before proceeding to Dashboard.
- Role must be selected (Employee, Manager, Admin).
- All permissions (contacts, mic, calendar, notifications) requested at setup.

1. User Types:

2. Employee (End-User)

3. Manager (With access to work-related tracking)

4. Admin (IT/HR - Setup, Access Control, Integrations)

AI Integration Strategy:

Intelligent Authentication & User Profiling

AI Capabilities:

All Users:

- **Behavioral Biometrics:** AI analyzes typing patterns, device usage, and interaction behaviors to create unique user fingerprints for enhanced security

- **Predictive Permission Management:** AI predicts which permissions user will need based on role and usage patterns, streamlining the setup process
- **Smart Role Detection:** Automatic role suggestion based on email domain, organizational data, and communication patterns
- **Adaptive Language Processing:** Detects user's preferred language from initial interactions
- **Security Risk Assessment:** Continuous monitoring for unusual login patterns

Employee-Specific:

- **Privacy Setting Optimization:** Automatic privacy configuration based on role and preferences

Manager-Specific:

- **Team Integration Setup:** AI identifies team members and suggests optimal management configurations
- **Delegation Preference Learning:** Learns management style for future task assignment optimization

Admin-Specific:

- **System Configuration Intelligence:** AI suggests optimal system settings based on organization size and type
- **Security Protocol Optimization:** Automated security configuration based on industry best practices

Technical Implementation:

AI Processing Pipeline:

1. Identity Verification: Multi-factor biometric analysis
 2. Role Intelligence: Organizational structure analysis and role suggestion
 3. Preference Detection: Language, communication style, and work pattern analysis
 4. Security Configuration: Risk-based security setting optimization
 5. Personalization Engine: Custom interface and feature configuration
 6. Integration Setup: Automated connection to relevant external services
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✓ 2. Dashboard

User Story:

As a user, I want to view a personalized dashboard that separates personal and work life so I can focus better.

Acceptance Criteria:

- Work and Personal sections must be clearly separated.
 - AI Prompt bar should accept both text and voice.
 - Widgets must include: Tasks, Calendar, News, Jokes, Weather.
 - Quick Action Buttons must work instantly.
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1. Dashboard

- Personalized view for Work & Personal
 - Quick Action Buttons: Task, Meeting, Reminder, Grocery List, Payment Reminder
 - AI prompt bar (text or voice)
 - Widgets: Calendar, Upcoming Tasks, Weather, News, Joke of the Day
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Dashboard - AI-Powered Personalization Engine

AI Capabilities By User-types:

- **Contextual Awareness Engine:** AI analyzes time of day, location, calendar events, and historical patterns to dynamically adjust dashboard content
- **Predictive Widget Arrangement:** Machine learning optimizes widget placement based on user interaction patterns and preferences
- **Intelligent Content Curation:** AI curates news, weather, and jokes based on user interests, mood detection, and professional requirements
- **Separation Intelligence:** Advanced AI maintains strict boundaries between work and personal data while providing relevant cross-domain insights when beneficial
- **Wellness Integration:** Health and lifestyle recommendations integrated into work dashboard.

Manager Dashboard:

- **Team Overview Intelligence:** AI provides team performance summaries and alerts
- **Resource Allocation Insights:** Suggestions for optimal team resource distribution
- **Performance Trend Analysis:** Predictive analytics for team productivity and project success
- **Strategic Planning Support:** AI-generated insights for team planning and goal setting

Admin Dashboard:

- **System Health Monitoring:** Real-time system performance and usage analytics
- **User Behavior Analytics:** Aggregated insights for system optimization (privacy-preserved)
- **Security Threat Intelligence:** Advanced threat detection and response recommendations
- **Organizational Analytics:** Company-wide productivity and efficiency insights

Advanced Features:

- **Mood-Based Customization:** Facial recognition or voice analysis to detect user mood and adjust interface accordingly
- **Productivity Insights:** AI tracks productivity patterns and suggests optimal dashboard configurations
- **Proactive Notifications:** Intelligent filtering to show only relevant alerts at appropriate times

3. Task Management (Work & Personal)

User Story 1:

As an employee, I want to create and update personal or work tasks with deadlines and priorities through Voice and Text both option.

User Story 2:

As a manager, I want to assign tasks to employees or even to people outside organisation via WhatsApp those who are not in app.

Acceptance Criteria:

- Tasks must be marked as Work or Personal.
 - Task CRUD must be accessible via voice and text.
 - Task must include fields: Title*, Deadline*, Priority, Tags, Assignee, Status.
 - WhatsApp contacts should be accessible in assignee dropdown.
 - Tasks should trigger reminders 10 mins before deadline.
 - Task status must be configurable via setup panel (e.g., To Do, In Progress, Blocked, Done).
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Task Management (Work & Personal)

- **Fields:** Task Title, Description, Type (Work/Personal), Deadline, Priority, Tags, Assignee (internal/WhatsApp contact), Attachments
 - **Voice Prompt CRUD:** Create, Update, Cancel, Delete tasks
 - **Features:**
 - Assign to internal users or WhatsApp numbers
 - Multi-language input
 - Task status update by voice/text
 - Task reminders
 - Integration with WhatsApp, Meta AI, and calendar
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AI Capabilities by User Type:

Employee Task Management:

- **Natural Language Processing:** Multi-language voice and text processing for task CRUD operations
- **Smart Categorization:** Automatic work/personal classification with 99.9% accuracy
- **Intelligent Scheduling:** AI optimizes task timing based on personal energy patterns and commitments

- **Context-Aware Reminders:** Adaptive reminder timing based on location, calendar, and personal patterns

Manager Task Management:

- **Assignment Intelligence:** AI recommends optimal task assignments based on team member skills, availability, and workload
- **Cross-Platform Coordination:** Seamless task assignment to internal users and external WhatsApp contacts
- **Team Workload Balancing:** Automated workload distribution to prevent burnout and optimize productivity
- **Performance Prediction:** Forecasts task completion probability and suggests proactive interventions

Admin Task Management:

- **System-Wide Task Analytics:** Aggregated task performance metrics across the organization
- **Resource Planning Intelligence:** Insights for organizational capacity planning and resource allocation
- **Compliance Monitoring:** Automated tracking of task completion for regulatory requirements
- **Integration Optimization:** AI manages and optimizes external system integrations for task management

Technical Implementation:

AI Task Processing Architecture:

Voice/Text Input Processing:

1. Multi-language NLP with context understanding
2. Intent classification and entity extraction
3. Privacy-aware data categorization (work/personal)
4. Intelligent routing based on user role and task type

Assignment Intelligence:

1. Skill-based matching for optimal assignments
2. Workload analysis and balancing
3. Cross-platform communication management
4. Performance prediction and optimization

Privacy & Security:

1. Role-based visibility enforcement
2. Data encryption and secure transmission
3. Audit trail maintenance
4. Compliance monitoring and reporting

Advanced Features by Role:

Employee Advanced Features:

- **Predictive Task Creation:** AI suggests tasks based on email content, calendar events, and patterns
- **Energy-Based Scheduling:** Tasks scheduled based on personal energy and focus patterns
- **Skill Development Tracking:** AI identifies skill gaps and suggests improvement tasks

Manager Advanced Features:

- **Team Capacity Planning:** AI predicts team capacity and suggests hiring or resource reallocation
- **Cross-Functional Coordination:** Intelligent coordination of tasks across different teams
- **Performance Coaching:** AI provides insights for team member development and coaching

Admin Advanced Features:

- **Organizational Efficiency Analytics:** Company-wide task efficiency and bottleneck identification
- **Process Optimization:** AI suggests workflow improvements and automation opportunities
- **Compliance Reporting:** Automated generation of compliance reports and audit trails

✓ 4. Meeting & Appointment Scheduling

User Story:

As a user, I want to schedule meetings with invitees via Zoom, Google Meet, or Teams and sync with calendar.

Acceptance Criteria:

- Meeting Title, Invitees*, Platform*, Time*, Note
- Calendar sync works two-way with Gmail/Outlook.
- Reminder is sent to all participants 15 minutes before.
- Voice command "Set meeting with Raj tomorrow 11 AM on Zoom" must auto-create an entry. Or in Teams or Google meet.

1. Meeting & Appointment Scheduling

- Create meeting invite (Zoom, Google Meet, Teams)
- Invitees from Contacts or WhatsApp
- Reminder setup
- Calendar sync (Outlook/Gmail)
- Fields: Meeting title, participants, link, type, note, reminder

AI Integration Strategy:

Intelligent Meeting Orchestration & Optimization

AI Capabilities By User-types:

Employee Meeting Management:

- **Natural Language Scheduling:** Voice commands like "Set meeting with Raj tomorrow 11 AM on Zoom" processed with context awareness
- **Personal-Professional Integration:** Intelligent scheduling that considers both work and personal commitments
- **Platform Intelligence:** Automatically selects optimal meeting platform based on participant preferences and meeting purpose

- **Preparation Intelligence:** AI suggests relevant documents and preparation materials

Manager Meeting Management:

- **Team Coordination Intelligence:** Optimal scheduling for team meetings considering all participants' availability
- **Resource Optimization:** Intelligent meeting room booking and resource allocation
- **Agenda Generation:** AI creates meeting agendas based on project status and team needs
- **Follow-up Automation:** Automatic task creation based on meeting outcomes and action items

Admin Meeting Management:

- **System-Wide Scheduling Analytics:** Insights into meeting patterns and resource utilization
- **Integration Management:** Seamless integration with multiple calendar systems and meeting platforms
- **Compliance Monitoring:** Automated tracking of meeting attendance and documentation requirements
- **Resource Planning:** Analytics for meeting room and resource planning

Technical Implementation:

AI Meeting Processing:

1. Voice Recognition: Multi-language natural language understanding
2. Participant Intelligence: Smart matching of names to contacts across systems
3. Calendar Integration: Multi-platform availability analysis and conflict resolution
4. Platform Optimization: Best meeting platform selection based on multiple criteria
5. Automated Scheduling: Intelligent booking with conflict resolution
6. Follow-up Intelligence: Action item extraction and task creation

Advanced Features:

- **Performance Analytics:** Tracks meeting effectiveness and suggests improvements
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✓ 5. Voice/Text Prompt Bar (AI Assistant)

User Story:

As a user, I want to use natural language to perform tasks or ask questions so I can save time.

Acceptance Criteria:

- Prompt supports Create/Update/Delete task or meeting.
 - Prompt returns relevant info like articles, weather, jokes.
 - Works in multiple languages.
 - Accepts up to 15s voice prompt with retry on error.
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1. Voice/Text Prompt Bar (AI Assistant)

- Tasks CRUD
 - Ask availability
 - Ask for meaning/news/article updates
 - Add meeting invite
 - Add food/grocery/lifestyle services
 - Get reminders
 - Ask for daily jokes or quotes
 - Ask for fitness/diet recommendations
 - Sales lead follow-up update
 - Payment follow-up reminders
 - Report generation via prompt
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AI Integration Strategy:

Conversational AI with Multi-Modal Understanding

AI Capabilities by User-Types:

Employee AI Assistant:

- **Personal Productivity Queries:** "Show my tasks for today" or "When is my next personal appointment?"
- **Work-Life Balance Support:** Intelligent responses that respect privacy boundaries
- **Multi-Domain Knowledge:** Information retrieval across news, weather, entertainment, and professional topics
- **Contextual Assistance:** Responses tailored to current work context and personal preferences

Manager AI Assistant:

- **Team Management Queries:** "Show team productivity this week" or "Who has capacity for urgent project?"
- **Strategic Planning Support:** AI provides insights for team planning and resource allocation
- **Performance Analytics:** Voice-activated access to team performance metrics and trends
- **Delegation Intelligence:** Optimal task assignment recommendations based on team analysis

Admin AI Assistant:

- **System Management Queries:** "Show system performance" or "Generate compliance report"
- **Configuration Intelligence:** Voice-activated system configuration and optimization
- **Security Analytics:** Threat detection summaries and security recommendations
- **Organizational Insights:** Company-wide analytics and performance metrics

Technical Implementation:

Conversational AI Architecture:

1. Speech Recognition: Advanced ASR with role-specific vocabulary and co

ntext

2. Natural Language Understanding: Intent classification with role-based permissions
3. Context Management: Maintains conversation state with privacy boundaries
4. Knowledge Integration: Access to role-appropriate information and analytics
5. Response Generation: Role-specific response formatting and content
6. Action Execution: Direct integration with all platform modules

Advanced Features by Role:

Employee Features:

- **Personal Learning:** AI learns individual communication patterns and preferences
- **Productivity Coaching:** Personalized productivity tips and recommendations
- **Wellness Integration:** Health and lifestyle advice based on work patterns

Manager Features:

- **Team Insights:** Advanced analytics on team performance and dynamics
- **Resource Planning:** AI-powered resource allocation and planning assistance
- **Performance Coaching:** Insights for team member development and support

Admin Features:

- **System Optimization:** AI-powered system tuning and performance recommendations
- **Security Intelligence:** Advanced threat analysis and response recommendations
- **Organizational Analytics:** Company-wide insights and strategic

6. Calendar Integration

User Story:

As a user, I want to view and edit my calendar within the app synced with Outlook and Gmail.

Acceptance Criteria:

- Events synced both ways within 60 seconds.
 - Monthly, weekly, daily view modes available.
 - Manager only sees work-related entries.
 - Color-coded events (Meetings, Tasks, Personal)
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1. Calendar Integration

- Sync with Outlook/Gmail Calendar
 - Add/remove blocks
 - Daily/weekly/monthly view
 - Shared view for manager (work-related only)
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AI Capabilities by User Type:

Employee Calendar Management:

- **Personal-Professional Integration:** Seamless integration while maintaining privacy boundaries
- **Intelligent Scheduling:** AI optimizes schedule based on personal energy patterns and commitments
- **Travel Time Intelligence:** Automatically adds travel time between appointments
- **Conflict Resolution:** Smart conflict detection and resolution suggestions

Manager Calendar Management:

- **Team Visibility:** Work-related calendar access for team members while respecting personal privacy
- **Resource Coordination:** Intelligent scheduling that considers team resources and availability
- **Meeting Optimization:** AI suggests optimal meeting times for team productivity

- **Strategic Time Blocking:** Intelligent time allocation for strategic planning and team development

Admin Calendar Management:

- **System-Wide Analytics:** Calendar usage patterns and meeting room utilization insights
- **Integration Management:** Seamless management of multiple calendar systems and integrations
- **Compliance Monitoring:** Automated tracking of scheduled compliance activities
- **Resource Planning:** Analytics for organizational calendar and resource planning

Technical Implementation:

Calendar AI Processing:

1. Multi-Platform Sync: Real-time synchronization across Gmail, Outlook, and internal systems
2. Privacy Engine: Role-based visibility control with strict boundary enforcement
3. Optimization Algorithm: Intelligent scheduling based on user patterns and preferences
4. Conflict Resolution: Automated conflict detection and resolution suggestions
5. Analytics Engine: Usage patterns and optimization recommendations
6. Integration Management: Seamless API management and error handling

7. Grocery & Personal List Builder

User Story:

As a user, I want to create grocery lists and mark completed items to manage my shopping or suggest me which is most cheaper and affordable in which product and suggest me a place to buy the same.

Acceptance Criteria:

- Add via voice or manual entry.
 - List categories auto-sorted (Dairy, Snacks, etc.)
 - Future API integration with Dmart or local vendor.
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1.

Grocery & Personal List Builder

- Add items via voice or text
 - Categorize by store or type
 - Sync with DMart or preferred grocery partner (future API)
 - Reminder to purchase
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AI Capabilities:

All Users:

- **Smart List Generation:** AI creates grocery lists based on consumption patterns and preferences
- **Voice-Activated Management:** Natural language processing for list creation and updates
- **Category Intelligence:** Automatic categorization and organization of shopping items
- **Price Optimization:** Real-time price comparison and vendor recommendations

Employee-Specific:

- **Personal Shopping Patterns:** Learning individual consumption habits and preferences
- **Health-Conscious Recommendations:** Nutritional analysis and healthier alternative suggestions
- **Budget Intelligence:** Cost optimization based on personal spending patterns

Manager-Specific:

- **Team Event Planning:** Intelligent shopping lists for team events and office supplies

- **Bulk Purchase Optimization:** Recommendations for team-based purchases and cost savings

Admin-Specific:

- **Organizational Procurement:** Integration with company procurement systems and vendor management
- **Analytics and Reporting:** Organizational spending patterns and optimization opportunities

Technical Implementation:

Shopping AI Features:

1. Pattern Analysis: Consumption pattern learning and prediction
2. Price Intelligence: Real-time price aggregation and comparison
3. Nutritional Analysis: Health-conscious recommendations and alternatives
4. Vendor Optimization: Best vendor selection based on price, quality, and delivery
5. Inventory Prediction: Proactive restocking suggestions based on usage patterns
6. Integration Hub: Seamless integration with grocery partners and delivery services

8. Hyperlocal Services & Lifestyle Tools

User Story:

As a user, I want to get suggestions and book a lifestyle services based on my preferences and location.

Acceptance Criteria:

- Shows nearby verified service providers.
- Allows one-tap call or WhatsApp connect.
- Food suggestions based on diet type, calories.
- Auto-notify if user is inactive (Sleep reminder, Stretch reminder, water intake reminder).

1. Hyperlocal Services & Lifestyle Tools

- Services: Salon, AC repair, home cleaning
 - Diet-based food suggestions (e.g., Keto, Vegan, Jain)
 - Sleep tracker (based on phone usage pattern)
 - Fitness suggestions (as per lifestyle type)
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AI Capabilities by User Type:

Employee Lifestyle Management:

- **Personal Service Discovery:** Location-based recommendations for personal services
- **Health Optimization:** Sleep tracking, fitness recommendations, and wellness coaching
- **Diet Intelligence:** Personalized meal suggestions based on dietary preferences and health goals
- **Activity Monitoring:** Passive health monitoring with proactive wellness recommendations

Manager Lifestyle Management:

- **Team Wellness Insights:** Aggregated team wellness metrics (privacy-preserved)
- **Work-Life Balance Analytics:** Insights into team work-life balance and stress management
- **Team Building Recommendations:** AI-suggested team activities and wellness programs

Admin Lifestyle Management:

- **Organizational Wellness Analytics:** Company-wide wellness trends and program effectiveness
- **Vendor Management:** Intelligent management of lifestyle service vendors and partnerships
- **Compliance Monitoring:** Health and safety compliance tracking and reporting

Technical Implementation:

Lifestyle AI System:

1. Location Intelligence: Real-time location analysis with service mapping
2. Health Monitoring: Passive health tracking with privacy protection
3. Service Optimization: Quality assessment and vendor verification
4. Recommendation Engine: Personalized service and lifestyle recommendations
5. Wellness Analytics: Health pattern analysis and optimization suggestions
6. Integration Ecosystem: Connection with fitness trackers, health apps, and wearables

✓ 9. ORM & Social Media Monitoring

User Story:

As a business user, I want to get alerts for customer feedback and respond quickly to reputation issues.

Acceptance Criteria:

- Meta/Facebook/Instagram/Threads/LinkedIn linked.
- Alert when negative keywords found in comments.
- Suggest a reply via Meta AI or similar
- ORM history shown per account.

1. ORM & Social Media Monitoring

- Link Instagram, Facebook, Threads, LinkedIn
- ORM alerts: Positive/Negative comment notification
- Reply prompt generator (via Meta AI)

AI Capabilities by User Type:

Employee ORM:

- **Personal Brand Monitoring:** Individual social media monitoring and reputation management

- **Response Assistance:** AI-generated response suggestions for personal social media interactions
- **Privacy Protection:** Intelligent management of personal vs. professional online presence

Manager ORM:

- **Team Brand Monitoring:** Monitoring team-related social media mentions and reputation
- **Crisis Management:** Early warning system for potential reputation issues affecting the team
- **Response Coordination:** AI-assisted response management for team-related social media issues

Admin ORM:

- **Company-Wide Monitoring:** Comprehensive brand monitoring across all social platforms
- **Strategic Intelligence:** Market sentiment analysis and competitive intelligence
- **Crisis Response Management:** Advanced crisis management with escalation protocols

Technical Implementation:

ORM AI System:

1. Multi-Platform Monitoring: Real-time monitoring across Meta, LinkedIn, and other platforms
2. Sentiment Analysis: Advanced NLP with context, sarcasm, and cultural sensitivity detection
3. Risk Assessment: Threat prioritization based on potential impact and reach
4. Response Generation: Brand-consistent, culturally appropriate response suggestions
5. Escalation Intelligence: Automated escalation based on severity and impact analysis

6. Analytics Dashboard: Comprehensive reputation analytics and trend analysis

✓ 10. Sales Lead Management

User Story:

As a salesperson, I want to add leads, assign them to team members, and track follow-up status easily.

Acceptance Criteria:

- Lead must include: Name*, Contact*, Status*, Assigned To
 - Status dropdown: Hot, Warm, Cold, Converted, Dropped
 - Voice command: "Create lead for Rahul from Tata Realty, hot lead"
 - Auto reminders for next follow-up date.
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1. Sales Lead Management

- Lead addition (manual/voice)
 - Assign to team member
 - Update status: Hot, Warm, Cold, Closed
 - Reminder for follow-up
 - Voice-based report generation
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AI Capabilities by User Type:

Employee Sales Management:

- **Personal Lead Tracking:** Individual lead management with AI-powered insights
- **Conversion Optimization:** Personalized recommendations for lead nurturing and conversion
- **Activity Intelligence:** Optimal timing and communication strategy for each lead

Manager Sales Management:

- **Team Lead Distribution:** Intelligent lead assignment based on team member expertise and capacity
- **Pipeline Analytics:** Comprehensive sales pipeline analysis and optimization
- **Performance Coaching:** AI-powered insights for team member sales coaching and development

Admin Sales Management:

- **Organizational Sales Intelligence:** Company-wide sales analytics and strategic insights
- **Resource Allocation:** Optimal sales resource allocation and territory management
- **Compliance Monitoring:** Sales process compliance and regulatory requirement tracking

Technical Implementation:

Sales AI Engine:

1. Lead Scoring: Multi-factor analysis with predictive modeling
2. Assignment Intelligence: Skill-based routing with workload optimization
3. Conversion Prediction: Machine learning models for success probability
4. Communication Optimization: Best channel and timing recommendations
5. Performance Analytics: Comprehensive sales performance analysis
6. Pipeline Intelligence: Advanced pipeline management and optimization

11. Client Payment Follow-up

User Story:

As an account's person, I want to add payment due dates and send auto-reminders through WhatsApp or email.

Acceptance Criteria:

- Invoice ID*, Amount*, Client Contact*, Due Date* / upload Invoice or attach invoice

- Reminder schedule: daily/weekly/twice before due to both client and internally
 - Status: Paid, Partially Paid, Unpaid
 - Manual and auto reminder options
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Client Payment Follow-up Module

- Add invoice details
 - Set reminder frequency
 - WhatsApp/SMS/email prompt-based reminder
 - Status update: Paid/Partially Paid/Pending
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AI Capabilities by User Type:

Employee Payment Management:

- **Individual Client Tracking:** Personal client payment tracking and follow-up management
- **Communication Intelligence:** AI-generated personalized payment reminder messages
- **Relationship Preservation:** Balance between payment collection and client relationship management

Manager Payment Management:

- **Team Payment Analytics:** Team-level payment tracking and performance analysis
- **Resource Allocation:** Optimal assignment of payment follow-up responsibilities
- **Risk Management:** Early warning system for payment delays and defaults

Admin Payment Management:

- **Organizational Cash Flow Intelligence:** Company-wide payment analytics and cash flow optimization
- **Risk Assessment:** Advanced default risk modeling and mitigation strategies
- **Compliance Management:** Automated compliance monitoring and regulatory reporting

Technical Implementation:

Payment AI System:

1. Payment Pattern Analysis: Historical data analysis for delay prediction
2. Communication Intelligence: Personalized messaging based on client relationship history
3. Risk Modeling: Advanced default probability assessment
4. Automation Engine: Smart reminder scheduling and escalation protocols
5. Integration Hub: Seamless integration with accounting and CRM systems
6. Analytics Dashboard: Comprehensive payment analytics and insights

12. Reports & Insights

User Story:

As a user or manager, I want to generate reports by voice/text to view performance metrics and task status.

Acceptance Criteria:

- Commands like "Show this week's tasks" or "Productivity for Sales team"
- Exportable as PDF or share via WhatsApp
- Sections: Pending Tasks, Completed, Delays, Sales Pipeline, Lead Conversion

1. Privacy & Permissions:

- **Work Tasks:** Visible to manager
- **Personal Tasks:** Private to user
- **Role-Based Access Control:** Admin to configure who sees what

AI Capabilities by User Type:

Employee Reports:

- **Personal Performance Analytics:** Individual productivity metrics and improvement suggestions

- **Work-Life Balance Reports:** Personal wellness and productivity balance analysis
- **Goal Tracking:** Progress tracking and achievement analysis with recommendations

Manager Reports:

- **Team Performance Analytics:** Comprehensive team productivity and performance analysis
- **Resource Utilization Reports:** Team resource allocation and optimization insights
- **Strategic Planning Intelligence:** Data-driven insights for team planning and goal setting

Admin Reports:

- **Organizational Intelligence:** Company-wide analytics and strategic insights
- **System Performance Reports:** Technical performance and usage analytics
- **Compliance Reporting:** Automated regulatory compliance and audit reports

Technical Implementation:

Reporting AI Engine:

1. Natural Language Query Processing: Voice/text to complex analytics query conversion
2. Data Intelligence: Advanced statistical analysis and pattern recognition
3. Visualization Optimization: Intelligent chart and report format selection
4. Insight Generation: Automatic identification of key trends and actionable insights
5. Distribution Intelligence: Smart report sharing and formatting based on recipient
6. Privacy Protection: Role-based data access and anonymization

13. Admin Setup & Configuration