**Logo & Branding**

* **Logo: The "Taskly Management" logo is a clean and professional design featuring the app’s name with a task-related icon. It symbolizes simplicity and efficiency in task management.**
* **Color Palette:**
  + **Primary Color: Crem – used for headings, buttons, and branding to signify productivity and action.**
  + **Secondary Color: Dark Blue – used for highlighting progress and interactive elements like buttons.**
  + **Accent Colors:**
    - **White: Background color for clean and neutral layouts.**
    - **Dark Blue: Text color for readability.**
    - **Red: Used to highlight task removal buttons and confirmation actions.**
* **Typography:**
  + **Primary Typeface: Arial or similar sans-serif font for a clean, modern, and readable interface.**
  + **Font Sizes:**
    - **Headings: Bold and prominent to emphasize task titles and headings.**
    - **Body Text: Standard size for descriptions and task details, ensuring readability.**
    - **Buttons & CTAs: Bold, with contrasting backgrounds (green or orange) to denote interactivity.**

**Layout & Structure**

* **Task Cards:**
  + **Grid Layout: Task cards are displayed in a responsive grid (two-column layout on smaller screens, three-column on larger screens). Each card contains essential information like task name, due date, and task type.**
  + **Card Contents:**
    - **Task Name: Displayed prominently at the top of each card.**
    - **Due Date: Clearly visible and editable.**
    - **Task Type: Labeled as either "Work," "Personal," or "Other" based on the user’s selection.**
    - **Edit & Finish Buttons: Buttons to edit or finish a task are positioned at the bottom of each card for quick access. The Finish button is green, and the Edit button opens an editing page.**
    - **Remove Button: A red "X" button is available on each card to delete the task, with a confirmation prompt.**

**Task Editing Page (edit\_task.html)**

* **Edit Page Layout:**
  + **The task editing interface opens in a new page where users can:**
    - **Change Task Name: Editable text field.**
    - **Change Due Date: Editable date picker.**
    - **Modify Task Type: Dropdown to select between "Work," "Personal," and "Other."**
    - **Edit Contact Method: Text field for updating email or phone number for reminders.**
    - **Save Button: Applies changes and updates the task and reminder information.**

**Reminders Management**

* **Reminder Creation: A reminder is automatically created when a new task is added. The reminder includes the task’s name, due date, and contact method (email or phone).**
* **Reminder List: Users can access a separate Reminders page that lists all upcoming reminders. Each reminder includes:**
  + **Task Name: Linked to the task.**
  + **Due Date: Visible for easy reference.**
  + **Contact Method: Email or phone number to remind the user.**
  + **Remove Reminder: Reminders can be deleted independently, with a red "X" button next to each reminder.**

**Progress Tracking**

* **Bullet Points & Progress Bar:**
  + **Tasks can include bullet points (subtasks). As these subtasks are completed, a progress bar dynamically updates to reflect the completion percentage.**
  + **If no bullet points are added, the task is marked as "Not Completed."**

**Interactive Elements**

* **Buttons:**
  + **Add Task: Button that opens the task creation form.**
  + **Edit Task: Opens the edit\_task.html page with pre-filled task information.**
  + **Finish Task: Prompts users for confirmation before marking a task as completed and removing it, along with its reminder.**
  + **Remove Task: A red "X" button that triggers a confirmation before removing both the task and reminder.**

**Help Page (FAQ)**

* **Q&A Section: Contains frequently asked questions and answers to help users manage their tasks efficiently. This includes:**
  + **Q: How do I create a task?**
    - **A: Go to the "Add Task" page and fill in the required details.**
  + **Q: How do I edit a task?**
    - **A: Click the "Edit" button on the task you want to modify.**
  + **Q: I didn't get a reminder for my task. What should I do?**
    - **A: Recreate the task.**

**User Experience (UX) Focus**

* **Simplicity: The UI is designed to be clean and easy to navigate, focusing on task management without clutter or confusion.**
* **Responsiveness: The layout adjusts dynamically, ensuring that the app is usable on both desktop and mobile devices.**
* **Accessibility: High contrast colors and clear fonts ensure that users of all abilities can interact with the platform comfortably.**