Dashboard Development Checklist

Phase 1: Project Setup & Planning

- ☐ **Initialize Project**
    - ☐ Set up Next.js project
    - ☐ Install TailwindCSS
    - ☐ Configure TypeScript
    - ☐ Set up project structure for scalability
- ☐ **Version Control**
    - ☐ Create initial checkpoint branch
    - ☐ Set up .gitignore and basic README

Phase 2: Authentication & Access Control

- ☐ **Private Authentication**
    - ☐ Implement password-based authentication
    - ☐ First-time email + password registration
    - ☐ Hide email box after first login
    - ☐ Implement 'forgot password' flow (auto-send to email)
    - ☐ Guest management (add guest, assign password, name)
    - ☐ UI for adding/removing guests
- ☐ **Access Control**
    - ☐ Restrict dashboard to authenticated users
    - ☐ Guest access with limited permissions

Phase 3: UI/UX & Design

- ☐ **Design System**
    - ☐ Minimalist, futuristic, Webflow-inspired design
    - ☐ Neon-shadow, light background
    - ☐ Responsive layout (desktop, tablet, mobile)
    - ☐ Animated, beautiful transitions
    - ☐ Color theme selector (Webflow-inspired palettes)
- ☐ **Navigation**
    - ☐ Sidebar or topbar navigation
    - ☐ Project switcher (multi-project support)
    - ☐ Add new project (+ button)
    - ☐ Project overview page

Phase 4: Core Features

- ☐ **Checklist System**
    - ☐ Phases, tasks, sub-tasks, sub-subtasks
    - ☐ Interactive checkboxes
    - ☐ Progress bars for each phase/project

- ☐ Add/edit/delete tasks
- ☐ Plus button for comments on each item
- ☐ **Comments & Collaboration**
  - ☐ Add comments to any checklist item
  - ☐ Edit/delete comments
  - ☐ Guest/user tagging in comments
- ☐ **Audio Summary**
  - ☐ Generate summary of progress (what, where, when)
  - ☐ Listen button for summaries and rich text
  - ☐ Three animated summary voices
- ☐ **Dashboard Monitoring**
  - ☐ Activity feed (recent actions, comments)
  - ☐ Project stats (tasks done, progress %)
  - ☐ Visual progress indicators

Phase 5: Chat Assistant Integration

- ☐ **Chat UI**
  - ☐ Embedded chat window
  - ☐ Minimalist, animated design
- ☐ **AI Integration**
  - ☐ Integrate free AI API (Hugging Face or Cohere)
  - ☐ Agentic mode (no unnecessary prompts)
  - ☐ Allow commands for project management
  - ☐ Summarize and answer questions about dashboard

Phase 6: Deployment & Documentation

- ☐ **Deployment**
  - ☐ Prepare for Vercel deployment
  - ☐ GitHub integration for CI/CD
  - ☐ Set up custom subdomain (zoz-dashboard.vercel.app)
- ☐ **Documentation**
  - ☐ Markdown checklist for dashboard
  - ☐ Notion importable file
  - ☐ Interactive PDF (optional)
  - ☐ User guide for dashboard features

Phase 7: Testing & QA

- ☐ **Manual Testing**
  - ☐ Test all authentication flows
  - ☐ Test checklist and comments
  - ☐ Test audio summary and listen features
  - ☐ Test chat assistant
  - ☐ Test on all devices and browsers

- ☐ **Accessibility**
  - ☐ Keyboard navigation
  - ☐ ARIA labels and screen reader support
- ☐ **Performance**
  - ☐ Optimize for fast load times
  - ☐ Minimize bundle size

Phase 8: Enhancements & Future-Proofing

- ☐ **Multi-project scalability**
- ☐ **Export/import data**
- ☐ **Integrate with other tools/APIs**
- ☐ **Surprise/delight features**

Suggested Fixes & Best Practices

- Use environment variables for sensitive data
- Modularize components for reusability
- Use optimistic UI updates for checklists/comments
- Follow accessibility and responsive design best practices
- Regularly update dependencies
- Use CI/CD for automated deployment