

**Creation – How are tasks created? What is the minimum amount of information required to create a task? Can tasks be created based on incoming emails?**

- The Tasks service is integrated with Gmail. Simply click Tasks to create a new task. Each task needs a name, that's it. When a task is created based on an email message, the subject line of the email message automatically becomes the task name and the original message is linked to the task.

**Attributes – Can a task be assigned to another person? Can a task have a due date? What happens if a task's due date passes? Can a task measure the % completed? Can a task have sub-tasks? Can a list of tasks be sorted? Can a task be assigned a priority?**

- Tasks can be assigned to other people through email. A task can have a due date and reminders can be set for tasks in the Calendar service. Tasks are either completed or not, there is no percentage complete functionality. A task can have sub-tasks via indentation (demo). Tasks can be sorted by due date OR via drag 'n drop functionality. There is no priority setting other than due date, however each task has a 'notes' field for additional information.

**Deletion/Recovery – What happens to a task when it is marked as completed? Can completed tasks be un-completed? What happens to a task when it is deleted? Can deleted tasks be un-deleted?**

- Completed tasks appear checked and crossed out in the list. Completed tasks can easily be un-completed. When a task is deleted, it is moved to a deleted items list. There is an option to view "recently deleted items" and then to recover the task, if necessary.

**Sharing – Can a task be shared and/or assigned to another individual? Can shared tasks be tracked? Is there a notification to the creator when a shared task is marked complete by an assignee? Can people other than the creator or assignee view tasks?**

- Individual tasks and entire task lists can be emailed to other people, however there is no tracking functionality to advise whether or not shared or assigned tasks have been completed.

**Access – Can tasks and task lists be access via desktop applications? Web browsers? Mobile devices? Are there any functionality limitations based on method of access?**

- The Tasks service can be accessed as a standalone service, outside of Gmail, through a web browser. Mobile devices can access the Tasks service through standalone apps and mobile web browsers. There are no functionality limitations based on method of access. Google's Tasks service is relatively basic, yet quite effective for simple "to-do" lists.