

MARKETPLACE APP · PRODUCTIVITY-UTILITY

Workspace

AI-native project collaboration: message board, to-dos, schedule, files, check-ins, and Hill Charts that update themselves.

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MODEL	TIER	CAPABILITIES	INTELLIGENCE
Licensed · opt-in	Core	42+	AI-powered

OVERVIEW

MangoApps Workspace bundles a message board, grouped to-do lists, a schedule, recurring check-ins, and a Hill Chart onto one scrollable canvas per project, with its own Shared Drive created automatically the moment you start it.

Its AI agent drafts a member's check-in from what they actually did, proposes where a Hill Chart dot belongs based on completed work, and can summarize a long thread or suggest a follow-up to-do. It only ever proposes — every draft waits for a person to approve, edit, or dismiss before anything posts, and each approved AI write is logged for audit.

To-dos here are the same task records the org-wide Tasks app uses, just scoped to this project instead of living in a separate system. Invite a client by magic link, no MangoApps account required, and they can follow updates and comment on a view with internal notes automatically hidden.

WHY TEAMS CHOOSE IT

- Run a whole project on one scrollable canvas — message board, to-dos, schedule, files, check-ins, and Hill Charts, with a Kanban board one click away.
- Let the Workspace Agent (Claude) draft each member's recurring check-in from their real activity — they approve before it posts.
- Accept or dismiss AI-proposed Hill Chart positions computed from completed to-dos, instead of dragging dots by hand.
- Generate a client-safe weekly digest that auto-redacts internal-only posts and to-dos.
- Invite external clients by magic link to follow updates and comment — no MangoApps account required.
- Keep every AI write gated: the agent proposes but never commits on its own, and AI-originated commits emit an audit record.

CAPABILITIES

AI Teammate & Approvals

- ✓ Workspace Agent powered by Claude
- ✓ Every AI write gated behind user approval
- ✓ Drafts each member's check-in from their real recent activity
- ✓ Proposes Hill Chart positions from completed work
- ✓ Suggests a follow-up to-do from a message thread
- ✓ Summarizes long message threads (post + comments)
- ✓ "Catch me up" recap of what changed since your last visit

Single-Canvas Workspace

- ✓ One scrollable canvas across every section
- ✓ Drag to reorder canvas sections; layout saved per workspace
- ✓ Per-workspace roles: owner, member, viewer
- ✓ Rule-based membership via recipient groups
- ✓ Owner-toggled section visibility per workspace
- ✓ Quick-Add bar: task / message / link / event from one line
- ✓ One-click duplicate a workspace with its structure and open to-dos
- ✓ Export a workspace to CSV (members, messages, tasks)
- ✓ Soft-delete with 30-day restore + auto project-recap on archive

Message Board & Discussion

- ✓ Threaded posts (title + body) with comments and @mentions
- ✓ Voice-note comments with automatic transcription
- ✓ Polls on posts (single / multi-choice, optional anonymous)
- ✓ Emoji reactions on posts, comments, and to-dos
- ✓ Keyword search across posts, comments, and links (Cmd-K); the AI agent can also search by meaning
- ✓ Per-workspace mute: everything, @mentions-only, or digest-only

To-Dos, Kanban & Schedule

- ✓ Multiple grouped to-do lists per workspace
- ✓ Assignee, due date, and notes per to-do
- ✓ Kanban board: backlog / doing / review / done
- ✓ Recurring to-dos (daily / weekly / monthly cadence)
- ✓ Schedule with all-day events and location
- ✓ Downloadable iCal (.ics) export of the schedule for calendar import

Check-Ins & Hill Charts

- ✓ Recurring check-ins on daily / weekly / monthly cadence
- ✓ AI-drafted responses held for approval
- ✓ Each member approves and can edit their own draft before it posts
- ✓ Hill Charts with one dot per scope (0–100 uphill/downhill)
- ✓ Accept or dismiss AI Hill Chart proposals

Client Portal, Digests & Files

- ✓ External client magic-link invites (revocable)
- ✓ Invited clients view shared updates and can comment
- ✓ AI weekly client digest, internal-only items auto-redacted (generated on demand)
- ✓ Auto-provisioned Shared Drive for workspace files (Drive app)
- ✓ "Doors" — pinned external links (Figma, GitHub, Notion, etc.)

Portfolio, Templates & Reporting

- ✓ Lineup: cross-workspace timeline of all active projects
- ✓ Save any workspace as a reusable template, or start from a shared central-library template
- ✓ Analytics dashboard: activity, check-in response & AI-adoption rates, CSV export (managers/admins)
- ✓ Cross-workspace reports: overdue & completed work by member, AI adoption, Hill Chart velocity, CSV export (managers/admins)

Limits & Specs

Default check-in cadence	Weekly (daily / weekly / monthly, admin-set)
Who can create workspaces	Managers, admins, super-admins by default (configurable)
Max workspaces / members	Unlimited by default (admin can cap)
Cover image upload	5 MB max — PNG, JPEG, WebP, GIF
Client invite link validity	30 days

USE CASES

• Agency client engagement

A project manager runs each client engagement in its own workspace — posts updates, tracks milestones on a Hill Chart, and sends a weekly digest that auto-hides internal notes. Invited clients follow along by magic link and comment on shared posts.

• Multi-store equipment rollout

An operations manager tracks rollout milestones on the schedule, logs per-store issues as to-dos on a Kanban board, and lets the agent draft the weekly status check-in from each team's completed work.

• Open-enrollment program kickoff

An HR program lead bundles policy docs in the workspace Shared Drive, puts enrollment milestones on the schedule, runs a Hill Chart per benefits track, and collects recurring check-ins the agent pre-drafts for review.

• New office build-out

An IT project manager coordinates contractors, IT, and facilities on one canvas. The agent summarizes long message threads, and Hill Chart proposals keep the status honest as to-dos complete — while the client digest omits internal vendor details.

- **Customer onboarding**

A field-service coordinator opens one workspace per account, drives installation milestones on the schedule, collects per-technician check-ins, and hands the AI-generated client digest to the customer as the weekly deliverable.

PRICING & LICENSING

License	Required (opt-in per business)
Tier	Core
Pricing is tailored to your organization — talk to sales for pricing & a live demo . Final commercial terms per your agreement.	

FAQ

Can external clients access a Workspace?

Yes. A workspace owner (or the workspace app admin) can issue a magic-link invite that lets an external client — with no MangoApps account — view the workspace's externally-visible updates and add comments. Invite links are valid for 30 days and can be revoked at any time. Internal-only posts and to-dos stay hidden, and clients cannot edit to-dos or post to the board.

Does the AI write things on its own?

No. The Workspace Agent drafts proposals — check-in responses, Hill Chart positions, client digests, suggested to-dos — but every write requires user approval before persisting. AI-drafted records carry an `ai_drafted` flag and only go live once a person accepts them; AI-originated commits emit an `AppEvent` for audit. An admin can also turn the agent off entirely via the 'Enable Workspace AI Agent' setting.

Where do workspace files live?

Each workspace auto-provisions its own Shared Drive (from the Drive app) when it is created, so files inherit Drive's versioning, sharing, and preview rather than living as bare attachments. The files section on the canvas reads directly from the workspace's Drive.

How is a Workspace different from Chat or the Tasks app?

Chat is real-time messaging; the Tasks app is a flat, org-level task list. A Workspace is a self-contained project container — one scrollable canvas that bundles a threaded message board (title + body posts, not chat), grouped to-do lists (with Kanban and recurring options), a schedule, files, recurring check-ins, and Hill Charts, with members scoped to that one project.

Who can create workspaces?

By default managers and admins — regular members cannot; workspace app admins can always create one. An admin can widen this with the 'Who can create a workspace?' setting: keep the manager default, restrict it to app admins only, open it to everyone, or scope it to specific groups or people. Admins can also cap the number of workspaces per business and members per workspace; both are unlimited unless a limit is set.

What is the Quick-Add bar?

A single-line omnibox on the canvas that turns one line into the right record. Prefix with 'task:', 'msg:', 'link:', or 'event:' (or slash style like '/task ...'); it also parses '@email' to assign a to-do and 'by Friday' / 'at 3pm' for dates. Plain text with no prefix posts a short message to the board.

What does 'Catch me up' do?

It generates an on-demand 3–5 bullet recap of what changed in the workspace since your last visit. It reads your membership's last-visited timestamp (falling back to the last 7 days the first time), gathers recent activity, and asks the LLM to summarize new posts, completed work, decisions, and mentions tailored to you.

Can I reuse a workspace structure?

Yes. Save any workspace as a reusable template — its to-do lists (and their tasks), Hill Chart scopes, and check-in questions are captured — then spin up new workspaces from it. You can also start from a shared central-library template curated for the whole business, and one-click duplicate an existing workspace with its structure and open to-dos.

What happens when I archive or delete a Workspace?

Archiving posts an automatic 'Project recap' to the message board summarizing the workspace's whole life. Deleting is a soft-delete — the workspace moves to My Trash and can be restored from there within 30 days; after that window it can no longer be restored.