

# Rising Waters: A Machine Learning Approach to Flood Prediction

DATE	28-02-2026
TEAM ID	LTVIP2026TMIDS89043
PROJECT NAME	Rising Waters: A Machine Learning Approach to Flood Prediction
MAXIMUM MARKS	1 MARKS

## 5.3 – PROJECT PROGRESS TRACKING:

### 1. Zoho Cliq Workspace Structure

#### ❖ Channels Setup

Create the following channels for organized communication:

#### ❖ 1.announcements

- Official updates
- Sprint start/end notifications
- Deadlines & evaluation updates
- Meeting schedules

#### ❖ 2.project-discussion

- Technical queries
- Implementation discussions
- Code review discussions
- Issue troubleshooting

#### ❖ 3.daily-updates

- Daily progress reports
- Blockers
- Completed tasks

#### ❖ 4.resources

- Shared datasets
- Documentation links
- Recorded session links
- API documentation

#### ❖ 5.team-specific-channels (if multiple teams)

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## Example:

- #team-alpha
- #team-beta

## 2. Sprint-Based Tracking Method

Each sprint will follow a structured reporting cycle.

**Daily Progress Update Format (Posted in #daily-updates)**

**Every intern must post:**

**Format:**

**Date:**

**Sprint:**

**Tasks Completed:**

**Tasks In Progress:**

**Blockers (if any):**

**Plan for Tomorrow:**



## 3. Task Tracking System

**Option 1: Zoho Cliq Tasks Feature**

**Use built-in task management in Zoho Cliq:**

- Assign tasks to interns

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- Set deadlines
- Track completion status
- Add task priority (High / Medium / Low)

### Task Status Workflow:

- ◻ **To Do**
- ● **In Progress**
- ◻ **Completed**
- ● **Blocked**

### Option 2: Zoho Projects Integration (Optional)

For advanced tracking, integrate with:

- Zoho Projects

Use:

- Kanban Board
- Gantt Chart
- Milestone tracking
- Automated reminders

## 4. Sprint Progress Monitoring Dashboard

Track the following metrics weekly:

- % Tasks Completed
- API Development Progress
- Model Accuracy Improvement
- Deployment Readiness
- Bug Count
- Attendance in Live Sessions

Mentor shares a weekly progress summary in:

↳ announcements channel

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## 5. Milestone Tracking Structure

Milestone	Week	Status	Owner	Remarks
Data Collection	Week 7-8	<input type="checkbox"/>	Team	
Data Preprocessing	Week 9-10	<input type="checkbox"/>	Team	
Model Building	Week 11-12	<input type="checkbox"/>	Team	
API Integration	Week 13-14	<input type="checkbox"/>	Team	
Web Integration	Week 15	<input type="checkbox"/>	Team	

## 6. Escalation Process

If blocker > 24 hours:

- Post in #project-discussion
- Tag mentor
- If unresolved → Schedule quick call via Zoho Cliq
- Update resolution summary in channel

## 7. Performance Evaluation Criteria

Evaluation will be based on:

- Daily update consistency
- Sprint milestone completion
- Code quality
- Participation in discussions
- Final project delivery
- Timely submissions

## Weekly Workflow Summary

Day	Activity
Monday	Sprint planning post
Tue-Thu	Development & daily updates

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<b>Friday</b>	<b>Progress review</b>
<b>Saturday</b>	<b>Sprint demo</b>
<b>Sunday</b>	<b>Feedback &amp; planning</b>

### Final Outcome

Using Zoho Cliq ensures:

- Clear communication
- Accountability
- Structured sprint tracking
- Real-time problem resolution
- Professional workflow management

