

plugging into the future: an exploration of electricity consumption patterns using tableau

DATE	28-02-2026
TEAM ID	LTVIP2026TMIDS89110
PROJECT NAME	plugging into the future: an exploration of electricity consumption patterns using tableau
MAXIMUM MARKS	4 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



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

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

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:

Weekly Sprint Review (Every Weekend)
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Mentor will post:

- Sprint Goals
- Completed Milestones
- Pending Tasks

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- Risk Areas
- Next Week Targets
- 3. Task Tracking System

Option 1: Zoho Cliq Tasks Feature

Use built-in task management in Zoho Cliq:

- Assign tasks to interns
- 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

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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

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 checked="" type="checkbox"/>	Team	
API Integration	Week 13–14	<input checked="" type="checkbox"/>	Team	
Web Integration	Week 15	<input type="checkbox"/>	Team	

6. Escalation Process

If blocker > 24 hours:

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

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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
Friday	Progress review
Saturday	Sprint demo
Sunday	Feedback & planning

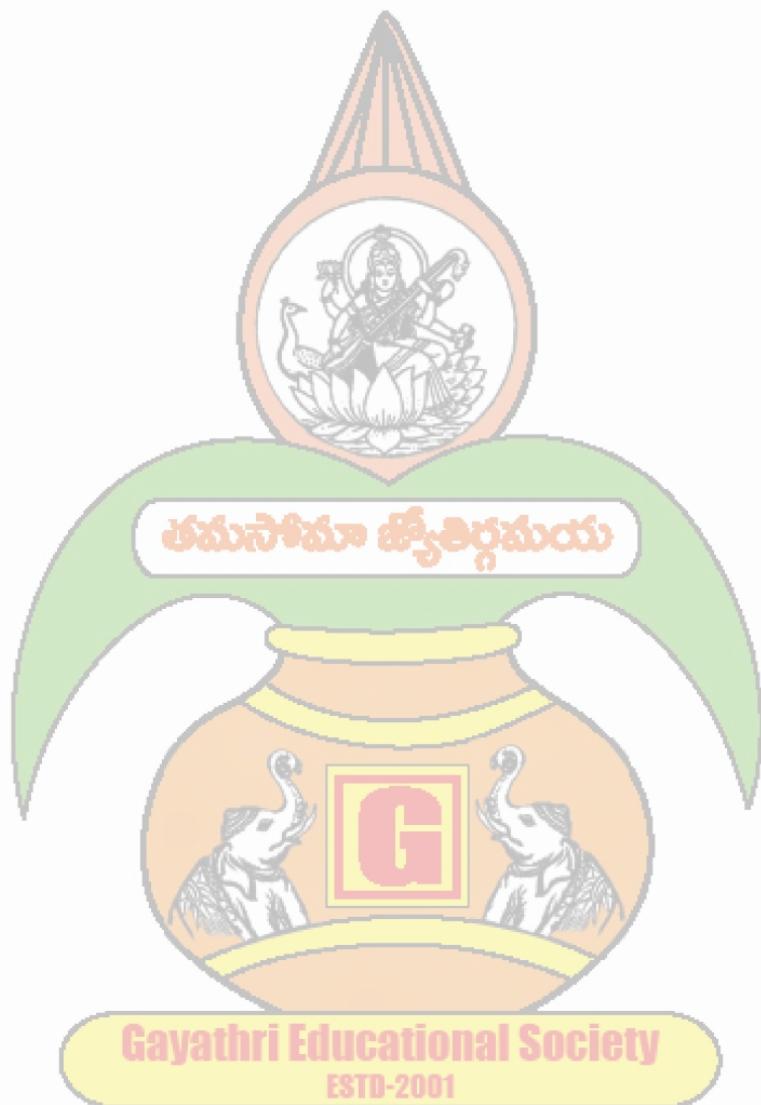
Final Outcome

Using Zoho Cliq ensures:

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

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