

Task nomenclature

1. Meetings (Internal)

Format: Meeting Subject

Example: Daily Team Stand-Up

2. Meetings (External)

Format: [Client/Entity Name] - [Meeting Subject]

Example: Lulusar - Weekly Progress Update

3. Offline Communication (Internal)

Format: [Communication Platform] - [Brief Description]

Example: Teams - Data Validation Discussion

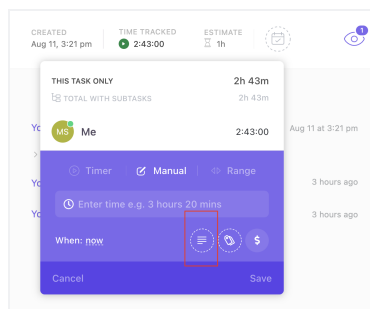
4. Offline Communication (External)

Format: [Communication Platform] - [Brief Description]

Example: Slack - UI Redesign Discussion

Note on Meetings

Since we usually create 1 task for Internal Meetings, Client Meetings, Client Communication and Internal Communication, this format can instead be used to add descriptive notes for each log (this is **not** the same as writing in the description box; notes are present in the time section of each task on ClickUp). See the screenshot below for how to add a note.



Here is how to go about this:

→ In Sprint folder, create the above 4 underlined tasks for meetings and communication. When logging hours, use the naming format to add notes along with each log.

→ In Kanban folder, as tasks may be added during sprint, the task itself can be named using the above format.

7. Project Estimation Meetings/Tasks

Format: [Project Name] - Estimation - [Brief Description]

Example: Project X - Estimation - Backend Development

8. Requirement Gathering Sessions

Format: [Project Name] - Requirements - [Brief Description]

Example: Project Y - Requirements - User Authentication

9. Data Team Work

Format: [Data Task Type] - [Brief Description]

Example: Data Analysis - Customer Segmentation

10. Courses

Format: Course Name

Example: Python Fundamentals

11. Admin/HR/Training Related Tasks

Format: [Task Type] - [Brief Description]

Example 1: Team Training - Data Storytelling

Example 2: Intern Training - Tableau Dashboards

Example 3: Leave Application - Annual Leave 10 May to 20 May

12. DevOps Team Work

Format: [DevOps Task Type] - [Brief Description]

Example 1: Create IAM Roles - Define permission roles.

Example 2: User Setup - Establish user accounts and permissions.

Example 3: Attach Policies - Link policies to roles.

Note: Here are the [140 examples](#) of DevOps tasks.