Learning Log: Review file structure and naming conventions

Date: <enter date>	Course/topic: Course 3: Prepare Data for Exploration
	Learning Log: Review file structure and naming conventions
Review best practices	When creating a file structure and naming convention pattern for a project, you should always: ● Work out your conventions early in your project. The earlier you start, the more organized you'll be. ● Align file naming conventions with your team. Conventions are most useful when everyone follows them. ● Make sure filenames are meaningful. Stick to a consistent pattern that contains the most useful information needed. ● Keep file names short and to the point. Remember, there are some stylistic choices you'll need to make when it comes to filename conventions. However, there are still best practices you should follow here, too: {{TABLE}}

Formatting Convention	Example
Format Dates as 'yyyymmdd'	SalesReport20201125
Lead revision numbers with 0	SalesReport20201125v02
Use hyphens, underscores, or capitalized letters	SalesReport_2020_11_25_v02

Reflection:	Write 2-3 sentences (40-60 words) responding to each of the questions about file structuring and naming conventions below:
Questions and responses:	- Why are file structure and naming conventions so important? What are the consequences of poor organization for data analysts at work? *It helps to understand the contact of the folder easier. It is basically metadata.* *Poor organization leads to a waste of time when trying to look for something.* - How would you structure folders and files? What naming conventions would you use? *Yes. I would use:* SalesReport_2020_11_25_v02 - What appeals to you about these choices? *I can quickly understand, visually, what the folder is about.*