Learning Log: Review file structure and naming conventions

Instructions

You can use this document as a template for the learning log activity: Consider how data analysts approach tasks. Type your answers in this document, and save it on your computer or Google Drive.

We recommend that you save every learning log in one folder and include a date in the file name to help you stay organized. Important information like course number, title, and activity name are already included. After you finish your learning log entry, you can come back and reread your responses later to understand how your opinions on different topics may have changed throughout the courses.

To review detailed instructions on how to complete this activity, please return to Coursera: 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><tr><td>Formatting Convention</td><td>Example</td></tr><tr><td>Format Dates as 'yyyym</td><td>SalesReport20201125</td></tr></table>

	mdd'	
	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? *Type your response here* *It helps you easier to find the files within a short time. Moreover, when working in a team, it would be great to come up and agree with a standard naming convention to prevent confusion in your group.* *Not having a good organization will cause you and your team a confusion when finding files and making any changes on files.* - How would you structure folders and files? What naming conventions would you use? *Type your response here* *Structure it based on the hierarchy e.g., Google Data Analytics Course > Module 3: Prepare > Week 5. Naming conventions that I use also based on the program that I am using, for instance in Google Drive, I will use Space more than Camel Case letter, on the other handwriting a SQL I rather use Camel Case on the table names.* - What appeals to you about these choices? *Type your response here* *It based on how easy to see the overall files and folders.*