



What To Do, If You're New... Data Science Department

Welcome to the Data Science Department! We're glad you're here! If you're like the rest of us, you're probably feeling excited and nervous about what to expect. Don't worry. We're a team, and we are here to help!

- Check out Channel #7- Meetings.
 - Attend all the meetings.
 - Monday at 9 AM
 - Tuesday at 9am (In processing, onboarding, Training HR)
 - When you are done with this part of the process, you no longer need to attend these meetings.
 - Wednesday at 10 AM
 - Friday at 8 AM
 - ***All meetings are in Mountain time (Denver, Colorado)***
- Check out Channel #4 in Slack - First Week
 - This channel will give you specific directions about what to do for your FIRST TWO WEEKS as an intern.
 - Don't worry about beginning a project with the team unless you want to. This week is meant to get you acquainted with the company and the intern experience.
- Check out Channel #5 in Slack - Training New Interns
 - If you're interested in learning more about new programs and skills, there is a link to various training and videos you can look into.
- Check out Channel #6 - LinkedIn
 - Mr. Kost strongly encourages interns to expand their LinkedIn accounts by broadening their networks and connections.

- Current Projects
 - Check on the channel titled “#analytics-data-science”
 - Click on the tab labelled files at the top of the page. There, you will find information about current projects and a spreadsheet of the project assignment lists.
 - Remember to review the following instructions under the folder titled “1 Project instructions” in the Data Science/Analytics folder within the Google Drive. You may need to request access before beginning a project. Remember that you only need to request for access once. If you request access multiple times, this may delay your access to the Drive.
 - <https://drive.google.com/drive/folders/1LmE1ydbflQrhIQPZ2evWRfz2L1KN2s5z?dmr=1&ec=wgc-drive-globalnav-goto>
 - Descriptions of the current projects can be found in the .pdf file labelled “Project Overviews”. Once you have chosen a project, be sure to write your name in the project assignments spreadsheet.
 - When you have completed a project, each team will post their findings in the following locations
 - Data Engineers will post their cleaned public datasets in Google BigQuery
 - Data Scientists will post their predictive models in the Data Analytics folder for the project
 - Data Analysts will post their findings in Data Analytics folder for the project
 - BI Developers will directly share their reports with Mr. Kost, the Data Science team lead, and the Sales and Marketing team to make data-driven decisions on what to do next.
 - Google BigQuery can be found with the following link. You may need to request access to post your public datasets in the project folder labelled “data-analytics-472216”.
 - https://console.cloud.google.com/bigquery?ws=!1m5!1m4!4m3!1sdata-analytics-472216!2scurated!3sorg_counts_by_type_state&pli=1&project=may-project-466521-j8

- Other/Ongoing Projects
 - If you would like to work on a previous or ongoing projects, search the Shared Google Drive folder for “Mr. Kost Projects”. You may need to request access before beginning a project. Remember that you only need to request for access once. If you request access multiple times, this may delay your access to the Drive.
 - https://drive.google.com/drive/folders/1LmE1ydbflQrhIQPZ2evWRfz2L1KN2s5z?usp=drive_link

- Once you have access to the Drive, type “Mr Kost projects” in the search bar.
 - Click on the folder titled “13 Mr Kost Projects”. This will open up to the available projects we are working on in the Data Science Dept.
 - If a project folder is empty, this means that the project is no longer available.
 - Projects with an asterisk (*) are high priority
 - Data Science Projects are typically labelled “DS Tasks”.
 - You can complete either Google Analytics, Social Media Analytics, or the Data Science Tasks in the Document titled “DS Tasks”.
 - If you decide to work on Google Analytics or Social media, make sure you put your name in the following spreadsheet on which project you want to work on.
 - When you are finished with a project, place your findings in the folder labelled “Google Analytics” if you worked in the Google Analytics portion, the folder labelled “Social media” if you worked on the social media portion, or in the project folder directly if you worked on the Data Science Tasks in the document.
 - Once you have completed a project, start working on another one, primarily ones with an asterisk (*).
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- Weekly Synopsis
 - Once a week, you will receive a weekly synopsis email from HR. Be sure to complete that by Sunday Evening by 11:59 PM.