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| **Email #1**: Email to a new data professional on the data team |
| Dear Akbar,  My name is Mbark, one of the data analytics professionals with the National Parks Service and a member of the data team responsible for the wildfire project.  Firstly, I would like to welcome you to the data team. As a data professional, you will need to know about the data team’s workflow.  At the beginning of any project, the entire team contributes to a global strategy document that defines the project’s scope, sources of data required data, and the workflow for the project. Afterwards, we start to analyze the stage where we scrub, convert, and format the data. Throughout the construction phase, we make decisions about modeling and machine learning, and the after the model in built. Once the results that have a good accuracy, we share the results and receive feedback from all stakeholders.  If you have any questions about the team or all the workflow, don’t hesitate to reach out to me any time.  Mbark Hni  Data analytics professional  National Parks Service Data Team |

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| **Email #2**: Email to a new writer for the agency’s public relations department |
| Dear Victoria,  My name is Mbark, one of the data analytics professionals with the National Parks Service and a member of the data team responsible for the wildfire project.  I have been asked o provide you with an overview of the National Park Service’s wildfire project. Wildfires are a major concern for the agency. On average, wildfires consume an estimated 7.4 million acres annually with the United States. The task of our internal data team is to improve the agency’s ability to predict wildfires.  The result of our project was a model that can predict wildfires with 92% accuracy. Our efforts improved the ability of the agency to predict wildfires by 21%. The results of that study have been referenced in many trainings of fire fighters, national park employees.  If you have any question about the the wildfire project, please feel free to contact me directly.  Mbark Hni  Data analytics professional  National Parks Service Data Team |