

# Data Storage Protocol

## 1. Documentation

To make data usable for colleagues and other researchers/partners it is important to add documentation to your data. Data documentation describes the characteristics of a dataset. Proper documentation contains the following items:

### a. Description of the Data:

Format (File-Type) of the Data: The data is stored in a CSV (Comma-Separated Values) format.

Software Needed to Use the Data: Microsoft Excel, R for data manipulation and visualization.

### b. Description of the Data Collection Process:

Tools/Instruments Used: For the data collection process Qualtrics survey was used. There is a Data Collection Procedure documentation in our group GitHub repository which provides more information about the process of gathering data: <https://github.com/BredaUniversityADSAI/2023-24a-fai2-adsai-group-team-facility/blob/main/DMP/Data%20Collection%20Procedure.pdf>

## 2. Metadata

Date of Data Collection: Data was collected from September 13, 2023

Location: The experiments took place in Breda University of Applied Sciences

Researcher: Dominik Szewczyk, Imani Senior, Martin Vladimirov, Matey Nedyalkov and Simona Dimitrova conducted the research.

Variables: The dataset includes several types of variables

- 5-point Likert scale variables measuring level of "Likelihood", "Importance", "Frequency", "Familiarity"
- Nominal variables
- Categorical variables: "Gender", "Age Group" and "Role", "Sustainability Benefits", "Engagement Preference"

There is a Codebook documentation in our group GitHub repository which provides more information about the data variables that are used: [https://github.com/BredaUniversityADSAI/2023-24a-fai2-adsai-group-team-facility/blob/main/Data%20collections/Codebook\\_Template.md](https://github.com/BredaUniversityADSAI/2023-24a-fai2-adsai-group-team-facility/blob/main/Data%20collections/Codebook_Template.md)

## 3. File Naming

Data is stored in separate .csv files in two distinct stages, **before** and **after** cleaning and preprocessing.

File name: 'Facilities\_RawQualtricsData.csv'  
Project Acronym: 'F\_RAW'  
File Type Information: '.csv'  
Version Number: v1  
Date: '2023-09-13'  
Creator name: Dominik Szewczyk, Martin Vladimirov

File name: 'Facilities\_CleanedQualtricsData.csv'  
Project Acronym: 'F\_CLEANED'  
File Type Information: '.csv'  
Version Number: v1  
Date: '2023-09-13'

Creator name: Dominik Szewczyk, Martin Vladimirov

#### 4. Folder Structure

2023-24a-fai2-adsai-group-team-facility

```
|
|
|— Data/
|
| |— Raw/
| |   |— Facilities_RawQualtricsData.csv
| |
| |— Processed/
| |   |— Facilities_CleanedQualtricsData.csv
```

#### 5. Readme files

There is a Read.me file which is documented and stored in our group's GitHub repository, which briefly explains the content and files of the project: <https://github.com/BredaUniversityADSAI/2023-24a-fai2-adsai-group-team-facility/tree/main#readme>