



# Productivity Workflow Template

## Task 1: Collect Data

- ☐ Download CSV files #DataCollection
  - ☐ Identify sources for data
  - ☐ Retrieve data from each source
  - ☐ Save data as separate CSV files

## Task 2: Data Migration

- ☐ Create model in `models.py` #DataMigration
  - ☐ Identify necessary fields for each model
  - ☐ Write code to define each model in `models.py`
  - ☐ Test model creation in Django shell

## Task 3: Database

- ☐ Use phpMyAdmin to create pages for each class #Database
  - ☐ Define database schema
  - ☐ Create tables in database
  - ☐ Import CSV files into tables
- ☐ Link website to show the dataset #WebsiteDevelopment
- ☐ Create user interfaces for data retrieval #InterfaceDesign
  - ☐ Implement download button for each dataset
- ☐ Build the website/data repository #WebDevelopment

## Task 4: Data Cleaning

- ☐ Remove null values from datasets #DataCleaning
  - ☐ Identify columns with null values
  - ☐ Identify the duplicate columns