# Carrot University Automation

**9th December 2019**

## OVERVIEW

There are many manual processes in both admission to Carrot U and during the course that can be automated with the correct tools and a relational database.

## GOALS

1. Automate the admission process
2. Track homework, attendance, and course completion.
3. Centralize course data

## ASSUMPTIONS

- Tooling and resources are available

## PEOPLE AND ROLES

- Website Engineer
- Database Engineer
- Human: to maintain the processes and update website
- Engineer: design tools and connectors
- Carrot U Lead: Design interview questions

## CONTEXT

**Excessive time spent:**

1. Fielding questions
2. Collecting applications for students and mentors
3. Interviews
    a. Setting up interviews

b. Tracking interviews
c. Collaborating on interview results.

**Data is not being collected on:**

1. Current/past students
2. Current/past mentors
3. Homework assignments
4. Class attendance
5. Mentor meetings
6. Drop out rates
7. Course completion/internships

# PROPOSAL

## Admission Process

### Fielding Questions

Have a Carrot U website that has dates of current class, a countdown to the next session, past graduates, current and past syllabi.

### Applications for Mentors and Students

In the same email blast to Instacart Employees, also ask for mentors and people to host a class session. It could either be in separate surveys or one survey with different paths based on responses. If mentor was a match for a past mentor, it will trigger a question to ask if they want to be involved in the interview process. Before the surveys go out, a blast will be sent to the database of mentors and lecturers to inform them of the upcoming survey and to fill it out if they want to participate again.

### Scheduling Interviews

When the survey closes a script will run to find open times on calendar and match student with open mentor (based on the responses of both in the survey) within a two week period and request interview invitations. There will be a limit of 6 interviews per person.

### Collaborating on Interview notes and accepting candidates

Using an environment like Greenhouse for interviewers to ask similar questions, record answers, and collaborate on feedback to make a decision on candidates. This solution could also help with acceptance and rejection letters.

## Data Tracking

### Tracking attendance of classes

There is an admin feature to pull a log of people who attended a meeting. For people who are in the classroom, remind them they need to be signed into the meeting online for credit.

### Tracking homework

Schedule an export of a pull request log right before class on Tuesday. There needs to be a standardization of file names for this to work. The correct file name to use should be included in the homework assignment page.

### Tracking students dropping out

If a student misses two homework assignments or classes, an alert will go out to their assigned mentor. The mentor will reach out and send an email

### Tracking weekly mentor meetings

Mentors can manually log these afterwards into the database. Another option is to create a tool that integrates with Google Calendar to pull meetings and track if they were attended. Attendees will need to join the Google Meeting.

## Relational Database

| **Mentor Table** | **Student Table** | **Homework Table** | **Mentor Log Table** | **Class Attendance Table** |
|---|---|---|---|---|
| Mentor Id | Student Id | Assignment Name | Mentor ID | Class ID |
| Mentor Name | Student Name | Assignment Due Date | Student ID | Class Date/Time |
| Email | Email | Submittal Timestamp | Date of meeting | Student ID |
| Interested in Lecturing? | Mentor Id | Student Id | | Student Joined Meeting Timestamp |
| Year Mentored | Year Student | Grade | | Student Watched Video Timestamp |
| | Complete Course? (Y/N) | | | |
| | Internship (Y/N) | | | |
| | Student or Audior? | | | |

## TASKS AND TIMELINES

1. **Jan 2**: Review for feasibility and design.
2. **Jan 9**: Mobilize teams to build out specs.
3. **Feb 8:** Test launch of interview process and database functionality.

4. **Feb 12:** Sync with how test launch went. Assign more tasks build.
5. **Feb 18**: Final Sync
6. **March 1**: It is live!