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[Full Stack Developer](#_hkxofnct2qqu)

[Investment Analysts](#_s2j01eb41cwm)

[Financial Engineer](#_7k6r3irtgft5)

[Blockchain Engineers](#_yrw2v1iygpn)

[Machine Learning Engineer](#_rqu6l9b0rgxu)

[Blockchain and AI Researcher](#_qh89y9lrflvt)

[Blockchain Paralegal](#_he1wvns13g7c)

[Marketing](#_dpcpqyyyqjep)

[Customer Success](#_swjdanajin5a)

[Cyber Security](#_u1y1ycnewzlc)

[Assignment #3](#_aeb0a6hm9kd5)

[Investment Analysts](#_vkj6hqt97i0e)

[Fundamental Research Presentation](#_m2e4o6664zlh)

[Blockchain Engineers](#_45shf3pyb1op)

[Technical Research Presentation](#_dq6kxo1emkfn)

[Blockchain and AI Researcher](#_4zrypma6kkfb)

[Marketing](#_5530o9wsons0)

[Token Metrics Blog Post](#_1jkg5qn95dzj)

[Sample Newsletters for References](#_eyb2voange1a)

[Customer Success](#_jr00fohmn43u)

[Materials](#_ytm40on62ifr)

[Assignment #4](#_mhha1rufajqi)

[Investment Analysts](#_1qtp2nprtojl)

[Token Metrics Premium Newsletter](#_hf0t59a6kqql)

[Samples Newsletters for Reference](#_fg6hr3bpzry5)

[Video Guides and Feedback](#_5wmcboba8u9b)

[Recommended Sources for Newsletter](#_xfxjto6gr4qz)

[Blockchain Engineers](#_kxhmsvs7orar)

[Technology Review Article](#_ed72o8o16cw2)

[Reference:](#_486h0pe7vuaq)

[Assignment #5](#_vikutafea6v7)

[Investment Analysts](#_xedkkhnagncf)

[Fundamental Analysis Review Article](#_9owv0ts5dnn6)

[Reference:](#_i4p6ihbvqy04)

[Recommended Reading List](#_3bjspa4kvspy)

[Token Metrics Onboarding](#_ehmumd7fkdqc)

## 

## Introduction

Welcome to the Token Metrics family.

We are excited to take you down the blockchain and cryptocurrency rabbit hole.

By the end of the year, you will be proficient with blockchain and cryptocurrencies.

Here are action items and materials for you to review and work on during the first few weeks.

## Action Items

1 - Create an account on [tokenmetrics.com](http://tokenmetrics.com/) and send me your emails so that I can manually upgrade the accounts on our end. No credit card is needed for this.

2 - Email [ian@tokenmetrics.com](mailto:ian@tokenmetrics.com) your Telegram user ID for us to add you to our company Telegram groups. Accounts can be created at [telegram.org](http://telegram.org/).

3 - Please log your tasks and activities using the [weekly log](https://docs.google.com/document/d/1nkWX_U5f0vsb7np7AHcjdNV8StgCfewJEvworiu2puA/edit?usp=sharing) and send it to Ian every Monday by noon.

4 - Sign for the [Token Metrics Planner](http://planner.tokenmetrics.com/) (Taiga). We will use this project management platform to track assignments. Watch this overview of [how to use Taiga](https://www.youtube.com/watch?v=fDh_Hv6gZ9Q) and this additional [video guide](https://www.dropbox.com/s/nbu3atr8oygubmm/05-15-20%20Taiga%20Overview.mp4?dl=0) from our team. Here is the [manual](https://taiga.pm/getting-started/) for reference.

5 - (Software Engineers, Machine Learning Engineer, Cyber Security ONLY) - Email [ian@tokenmetrics.com](mailto:ian@tokenmetrics.com) your Github.com email so our team can give you access to our code repository.

6 - (Engineers, Machine Learning Engineer, Cyber Security ONLY) Download [OpenVPN](https://openvpn.net/) client so that we may add you to company VPN.

## Onboarding Training Assignments

Please note some assignments are for specific roles only. These assignments have been marked and colored.

### Assignment #1 (All Roles)

#### Materials

Complete and be prepared to discuss the following materials:

* [Why Crypto?](https://www.dropbox.com/s/g3m3ddo1t0lt0h6/Why%20Crypto.mp4?dl=0)
* [Introduction to Bitcoin](https://www.youtube.com/watch?v=l1si5ZWLgy0)
* [The Economics of Cryptocurrencies](http://youtube.com/watch?v=GGberGnxiJk)
* [Token Metrics Webinar](https://tokenmetrics.com/start-webinar/)
* [Token Metrics Company Values](https://docs.google.com/document/d/1P-v_C-YDWXCnXuvasHwo6ZOX8FlV8_t0w57qEoO8QGQ/edit?usp=sharing)
* [The Token Metrics Story](https://tokenmetrics.com/ebook-thank-you/)
* [Token Metrics Product Tour](https://www.youtube.com/watch?v=7QWQ-HcGSnk)

### Assignment #2

Complete and be prepared to discuss the following materials for your role:

#### Onboarding Video Call Archive Recording

[Investment Analysts](https://www.dropbox.com/sh/5dammfir1f1rq1b/AAAVl8fUEgz4HDe5-C4W6meNa?dl=0)

[Developer](https://www.dropbox.com/sh/jyh02oavnxz8oyd/AACy58OpsR9oXCjyTDMwSc0sa?dl=0)

[Marketing](https://www.dropbox.com/sh/uagmf7j2gcqxv2t/AADydPUOhLvRgtfa-s0UN9Vba?dl=0)

[Machine Learning Engineer](https://www.dropbox.com/sh/5paslc7nequ53cl/AAC0-FboDDf_qNOOcVfUqKMba?dl=0)

[Customer Success](https://www.dropbox.com/sh/pg3ol2q23ipc2d2/AACrGFPYGMvRTr_7jWJLUvc6a?dl=0)

[Cyber Security](https://www.dropbox.com/sh/zv14le4twtkmyqi/AAB3UVnUHeEXXgv2iUitibi2a?dl=0)

[Blockchain and AI Researcher](https://www.dropbox.com/sh/tcax8455ymiuyhi/AAAm8Kp0j_y_TBK6ZOIlT0bLa?dl=0)

Blockchain Paralegal

Financial Engineer

#### Full Stack Developer

* [Bitcoin: A Peer-to-Peer Electronic Cash System](https://bitcoin.org/bitcoin.pdf)
* [Ethereum: A Next-Generation Smart Contract and Decentralized Application Platform](https://github.com/ethereum/wiki/wiki/White-Paper)
* [The Maker Protocol: MakerDAO's Multi-Collateral Dai (MCD) System](https://makerdao.com/en/whitepaper/#abstract)
* [The beginner’s guide to Git & GitHub](https://www.freecodecamp.org/news/the-beginners-guide-to-git-github/)
* [Github 101](https://guides.github.com/activities/hello-world/)
* [Setup VPN and Database connections](https://docs.google.com/document/d/1Z8VYXd3QdZq7d9aioJgqWMIS2fen5Hyl831MEgiDFxE/edit?usp=sharing)

#### Investment Analysts

* [Bitcoin: A Peer-to-Peer Electronic Cash System](https://bitcoin.org/bitcoin.pdf)
* [Ethereum: A Next-Generation Smart Contract and Decentralized Application Platform](https://github.com/ethereum/wiki/wiki/White-Paper)
* [The Maker Protocol: MakerDAO's Multi-Collateral Dai (MCD) System](https://makerdao.com/en/whitepaper/#abstract)
* [Coinbase Digital Asset Framework](https://listing.coinbase.com/policy)
* [Crypto Fundamental Analysis Guide](https://blog.tokenmetrics.com/crypto-fundamental-analysis-guide/)
* [Fundamental Analysis Research Instructions](https://docs.google.com/document/d/17wqm_T0J8_O6WVMdfuQevcpyn_PjZDRl9v2849sSco0/edit?usp=sharing)
* Watch these videos ([Research instructions](https://www.dropbox.com/sh/5dammfir1f1rq1b/AABW5XRSKTEHyZYmNJ2MVtGYa/Research?dl=0&preview=0+-+Research+Instructions.docx&subfolder_nav_tracking=1), [Compound review](https://www.dropbox.com/sh/5dammfir1f1rq1b/AABW5XRSKTEHyZYmNJ2MVtGYa/Research?dl=0&preview=06-12-20+Compound+Project+Review.mp4&subfolder_nav_tracking=1))

#### Financial Engineer

* [TM Black-Litterman Documentation](https://docs.google.com/document/d/1UYPq1ApJuwCXkzu81woz5J9cbMPgwfpndw52FMQzEK4/edit?usp=sharing)
* [TM Tail Risk Hedging Strategy Documentation](https://docs.google.com/document/d/1JEbBjnbxOZ5Q4b0Nx2ApG75slPDZgMBH94p33KRYZ3s/edit?usp=sharing)
* [Machine Learning Documentation](https://docs.google.com/document/d/1G0Zj33fdPTaqtYWc2aub4qT5cK_aiv7J2pnUkYZsVP4/edit?usp=sharing)
* [Data Science Dictionary](https://docs.google.com/document/d/1d6aa1q4aKCSxSO0-OnijlWLNOfIX21QoF71m_SQJayM/edit?usp=sharing)
* [Watch video archives](https://www.dropbox.com/sh/5paslc7nequ53cl/AAC0-FboDDf_qNOOcVfUqKMba?dl=0)

#### Blockchain Engineers

* [Bitcoin: A Peer-to-Peer Electronic Cash System](https://bitcoin.org/bitcoin.pdf)
* [Ethereum: A Next-Generation Smart Contract and Decentralized Application Platform](https://github.com/ethereum/wiki/wiki/White-Paper)
* [The Maker Protocol: MakerDAO's Multi-Collateral Dai (MCD) System](https://makerdao.com/en/whitepaper/#abstract)
* [Technology Review Guide](https://docs.google.com/document/d/1o3pmCIgMMRpQcli2nBAYXvhv0nABNh2nPCg9KUUW__o/edit?usp=sharing)

#### Machine Learning Engineer

* [Machine Learning Documentation](https://docs.google.com/document/d/1G0Zj33fdPTaqtYWc2aub4qT5cK_aiv7J2pnUkYZsVP4/edit?usp=sharing)
* [Data Science Dictionary](https://docs.google.com/document/d/1d6aa1q4aKCSxSO0-OnijlWLNOfIX21QoF71m_SQJayM/edit?usp=sharing)
* [Review Machine Learning Code On Github](https://github.com/token-metrics/tokenmetrics-ml)
* [The beginner’s guide to Git & GitHub](https://www.freecodecamp.org/news/the-beginners-guide-to-git-github/)
* [Github 101](https://guides.github.com/activities/hello-world/)
* [The Basics of Git and GitHub](https://www.youtube.com/watch?v=U8GBXvdmHT4)
* [Watch video archives](https://www.dropbox.com/sh/5paslc7nequ53cl/AAC0-FboDDf_qNOOcVfUqKMba?dl=0)
* [Setup VPN and Database connections](https://docs.google.com/document/d/1Z8VYXd3QdZq7d9aioJgqWMIS2fen5Hyl831MEgiDFxE/edit?usp=sharing)

#### Blockchain and AI Researcher

* [Modern Monetary Theory](https://en.wikipedia.org/wiki/Modern_Monetary_Theory)
* [Ethereum 2.0 Economics](https://docs.ethhub.io/ethereum-roadmap/ethereum-2.0/eth-2.0-economics/)
* [New Models for Utility Tokens](https://multicoin.capital/2018/02/13/new-models-utility-tokens/)
* [Deflationary Asset Burning Models](https://blog.ltonetwork.com/deflationary-asset-burning-defi-model/)
* [Compound - The Money Market Protocol](https://compound.finance/documents/Compound.Whitepaper.pdf)
* [Set Token Protocol](https://www.setprotocol.com/pdf/set_protocol_whitepaper.pdf)
* [Reddit Loot Token](https://medium.com/@adamscochran/reddit-jumps-into-loot-tokens-with-new-cryptocurrency-on-ethereum-3109a4b1eae4)

#### Blockchain Paralegal

* [USA Virtual Currency Regulation](https://www.sidley.com/-/media/publications/united-states--the-virtual-currency-regulation-review--edition-2.pdf?la=en)
* [Token Safe Harbor Proposal Speech](https://www.sec.gov/news/speech/peirce-remarks-blockress-2020-02-06)

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#### Marketing

* [100 Most Influential People in Crypto](https://cryptoweekly.co/100/)
* [Token Metrics Writing Guide](https://docs.google.com/document/d/12GN3LrV-czydffBcM_rzkBaUNH7KaB0Jg5G9SNeElWU/edit?usp=sharing)
* [1-Page Marketing Plan](https://ninepillars.com.au/wp-content/uploads/2016/12/1-Page-Marketing-Plan.pdf)
* [Positioning and Branding](https://www.samuelthomasdavies.com/book-summaries/business/positioning/)
* [Types of Content Hubs](https://www.contentharmony.com/blog/content-hubs/)
* [Content Hubs Videos](https://www.youtube.com/watch?v=nIbJI1kCxrU&t=2s)

#### Customer Success

* [Amazon CEO: Focus on customer is key](https://www.youtube.com/watch?v=56GFhr9r36Y)
* [Jeff Bezos on Obsessing on Customer’s Interest](https://www.youtube.com/watch?v=GltlJO56S1g)
* [7 Customer Service Lessons from Amazon CEO Jeff Bezos](https://www.salesforce.com/blog/2013/06/jeff-bezos-lessons.html)
* [7 Customer Success Secrets](http://youtube.com/watch?v=BtTvtJwaX-8)
* [Why Negative Churn is Such a Powerful Growth Mechanism](https://tomtunguz.com/negative-churn/)
* [From Signed up to Satisfied](https://www.youtube.com/watch?v=2TYPNzMILbg)
* [Intercom's Inbox explained](https://www.intercom.com/help/en/articles/323-intercom-s-inbox-explained)

#### Cyber Security

* [Machine Learning Code On Github](https://github.com/token-metrics/tokenmetrics-ml)
* Review Technology Architecture

### Assignment #3

#### Investment Analysts

##### Fundamental Research Presentation

Use this [Fundamental Analysis Template](https://docs.google.com/spreadsheets/d/1CtjEwZfjKyXiu6N-FqYvvrvb5UaRpI4q-H7l38CaiBU/edit?usp=sharing) to present your research on a cryptocurrency assigned to you.

Reference the following research videos:

* [Fundamental Analysis Review Guide](https://docs.google.com/document/d/17wqm_T0J8_O6WVMdfuQevcpyn_PjZDRl9v2849sSco0/edit)
* [Fundamental Analysis Instructions Video](https://www.dropbox.com/s/bpp24uch8nvr6gd/03-18-20%20Research%20Instructions.mp4?dl=0)
* [Bitcoin Research Feedback](https://www.dropbox.com/s/td0hksbo4y8d046/03-23-20%20Doris%20-%20Bitcoin%20Research%20Feedback.mp4?dl=0)
* [Ethereum Research Feedback](https://www.dropbox.com/s/1x2kiytu317ic2n/03-26-20%20Ivey%20-%20Ethereum%20Research%20Feedback.mp4?dl=0)
* [MakerDAO Research Feedback](https://www.dropbox.com/s/0q0sg8ikv5h2qih/03-31-20%20MakerDAO%20and%20Newsletter%20Guide.mp4?dl=0)

#### Financial Engineer

* [Setup VPN and Database connections](https://docs.google.com/document/d/1Z8VYXd3QdZq7d9aioJgqWMIS2fen5Hyl831MEgiDFxE/edit?usp=sharing)
* [Machine Learning Code On Github](https://github.com/token-metrics/tokenmetrics-ml)
* [The beginner’s guide to Git & GitHub](https://www.freecodecamp.org/news/the-beginners-guide-to-git-github/)
* [Github 101](https://guides.github.com/activities/hello-world/)
* [The Basics of Git and GitHub](https://www.youtube.com/watch?v=U8GBXvdmHT4)

#### Blockchain Engineers

##### Technical Research Presentation

Read the [Technology Review Guide](https://docs.google.com/document/d/1tUr4D8vQGa7tav7pmLRb9DX78CNZpsZhFdix19tPYNM/edit?usp=sharing).

Use this [Technology Review Template](https://docs.google.com/spreadsheets/d/1F3ixhYoMxQYyU26j2Mn-imS--IEL-vPiC8omc4ZpZvY/edit?usp=sharing) to present your research on the following cryptocurrencies: Bitcoin, Ethereum, MakerDAO

Reference the following research feedback videos:

* [Technology Research Overview](https://www.dropbox.com/s/o128z4b6gs7unmk/Technology%20Research%20Overview.mp4?dl=0)
* [Casper Labs Code Review](https://www.youtube.com/watch?v=cRSYf1N86tc)
* [Telegram TON Code Review](https://www.youtube.com/watch?v=eyuhe60cPrQ)
* [Hedera Hashgraph Code Review](https://www.youtube.com/watch?v=UXg2ShMpUyM)
* [MakerDAO Review Feedback](https://www.dropbox.com/s/q1534cn9le0x8tg/MakerDAO%20Feedback.mp4?dl=0)

#### Blockchain and AI Researcher

* [The State Of The DAOs](https://hackernoon.com/the-state-of-the-daos-b7cba318460b)
* [MakerDAO: Governance Section Only](https://makerdao.com/en/whitepaper/#governance-of-the-maker-protocol)
* [Dash DAO](https://thedashdao.com/what-is-the-dash-dao/)
* [Moloch DAO](https://github.com/MolochVentures/Whitepaper/blob/master/Whitepaper.pdf)
* [The Starfish and the Spider Notes](https://marksinthesand.com/2015/08/13/the-starfish-and-the-spider/)

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#### Marketing

##### Token Metrics Blog Post

* Write a 1,000-word blog post on a crypto-related topic of your choice using the [writing guide](https://docs.google.com/document/d/12GN3LrV-czydffBcM_rzkBaUNH7KaB0Jg5G9SNeElWU/edit).
* Send blog post to team to review and publish
* Once the blog post is published, send out a newsletter using instructions [here](https://docs.google.com/document/d/1fYY0O4HlsTBWAdcsBOkRF2f9UuYKdn0yFkDuRhhFiEk/edit?usp=sharing).

##### Sample Newsletters for References

* [Bitcoin Option Volatility Post-Halving](https://docs.google.com/document/d/1kB2DnitreUcqRMYUoMd1qHVPKC0dbpUQLDO1I8sPiss/edit?usp=sharing)
* [Token Metrics Wins of the Week: Bitcoin and Maker DAO](https://tokenmetrics.substack.com/p/token-metrics-wins-of-the-week-bitcoin)
* [Legacy Crash: Is Crypto Caught in the Storm?](https://tokenmetrics.substack.com/p/legacy-crash-is-crypto-caught-in)

### 

#### Customer Success

##### Materials

Read and complete the following:

* [Token Metrics Support Guide](https://docs.google.com/document/d/1RYuUoLXZnaXIGSCx4y_l8-Mw37zol8xdRS8XrjHmACU/edit#)
* [Read Entire FAQ Section](https://help.tokenmetrics.com)

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### Assignment #4

#### Investment Analysts

##### Token Metrics Premium Newsletter

* Write a 1,000+ email analysis article for Token Metrics Customers following this [writing guide](https://docs.google.com/document/d/12GN3LrV-czydffBcM_rzkBaUNH7KaB0Jg5G9SNeElWU/edit?usp=sharing).
* The article should contain your analysis and opinions, as well as pictures wherever possible.

##### Samples Newsletters for Reference

[Gold vs. Stocks and Crypto](https://www.dropbox.com/s/yz8031s5fxwr2pj/Gold%20vs.%20Stocks%20and%20Crypto%20-%20Wed%2C%2015%20Apr%202020%2019%3A55%3A40%20%2B0000%20-%20TM%20Premium%20Newsletter.pdf.pdf?dl=0)

[Is Crypto Trending Up Before the Halving?](https://www.dropbox.com/s/84rfn0cg0d2wuf6/Is%20Crypto%20Trending%20Up%20Before%20the%20Halving%3F%20-%20Mon%2C%2013%20Apr%202020%2018%3A14%3A09%20%2B0000%20-%20TM%20Premium%20Newsletter.pdf.pdf?dl=0)

[Coronavirus Impact on the Global Economy](https://docs.google.com/document/d/1xEFX9qMxCJvtDTmOXgw5HeDxYLUEnLWj-h0b4FUciew/edit?usp=sharing)

[Where Will Your Money Go During Turbulent Times?](https://docs.google.com/document/d/1fgA_V2nPjF8qxAJlGG7PU-SS32jnECuZMqkIaKsTXZI/edit?usp=sharing)

[Bitcoin or Beyond Meat?](https://docs.google.com/document/d/1Cr1oVIPYZie52nDURglDflDPaVPeAiLqBcB75X3Rl04/edit?usp=sharing)

[How to Invest in Crypto During a Recession](https://docs.google.com/document/d/11RWMs6KN5r6vov8Zj9boWw4mESDq9mu7HLwHlfX0a0M/edit?usp=sharing)

##### Video Guides and Feedback

[Newsletter Overview](https://www.dropbox.com/s/0q0sg8ikv5h2qih/03-31-20%20MakerDAO%20and%20Newsletter%20Guide.mp4?dl=0)

[Newsletter Feedback](https://www.dropbox.com/s/yp6jg7f58uk2vaw/04-02-20%20Newsletter%20Feedback.mp4?dl=0)

##### Recommended Sources for Newsletter

[Spectator Index](https://twitter.com/spectatorindex)

[Bloomberg Crypto](https://twitter.com/crypto)

[Forbes Crypto](https://twitter.com/ForbesCrypto)

[Coin Desk](https://twitter.com/CoinDesk)

[Cointelegraph](https://twitter.com/Cointelegraph)

[The Block](https://twitter.com/TheBlock__)

#### 

#### Blockchain Engineers

##### Technology Review Article

Write a 500+ words technology review project review on one of the following projects:

* Cosmos
* Icon
* Dash

##### Reference:

[CasperLabs Technology Review](https://blog.tokenmetrics.com/casperlabs-code-review/)

[Perlin Technology Review](https://blog.tokenmetrics.com/perlin-technology-review/)

[Blockstack Technology Review](https://blog.tokenmetrics.com/blockstack-stacks-token-technology-review/)

## 

### Assignment #5

#### Investment Analysts

##### Fundamental Analysis Review Article

Write a fundamental analysis project review on a cryptocurrency using the following [report template](https://docs.google.com/document/d/1zU1dUpp0BwBEo6c2HGM_Sp6D6Fw_8CXHVFJ88c7RKI4/edit?usp=sharing).

* Project Description
* Technology
* Unique Value Proposition
* Use Case
* Token Utility
* Consensus Mechanism
* Nature of Token Supply
* Token Burn
* Monthly Website Traffic
* Exchanges
* Fiat Gateways
* Company History
* Size of Team
* Public Team
* All-Star Team
* Leadership
* Customers
* Competition
* Early Reputable Investors
* Website Authenticity
* Community Size
* Mainstream Press
* Company Scandals
* Network Decentralization
* Circulating Supply vs Total Supply
* Liquidity Ratio
* Summary and Overall Opinion (Pros and Concerns)

Note: Be sure to include all links/references in each paragraph

##### Reference:

[Helium Network Review](https://docs.google.com/document/d/1PdjEb0Spe0Azyg1Y4qaA87lzQtavGLgWwPE3gNu2Oik/edit?usp=sharing)

[Pax Gold Fundamental Review](https://www.dropbox.com/s/4tgeyvd726ufmta/Paxos%20Gold%20Project%20Review%20by%20Token%20Metrics%20-%20Fri%2C%2017%20Apr%202020%2020_57_15%20%2B0000%20-%20TM%20Premium%20Newsletter.pdf?dl=0)

## Recommended Reading List

Here are some books that you may read at your own leisure over the next few months.

[The Bitcoin Standard: The Decentralized Alternative to Central Banking](http://amazon.com/Bitcoin-Standard-Decentralized-Alternative-Central/dp/1119473861)

[Digital Gold: Bitcoin and the Inside Story of the Misfits and Millionaires Trying to Reinvent Money](http://amazon.com/Digital-Gold-Bitcoin-Millionaires-Reinvent-ebook/dp/B01D8KFX9Q/)

[The Age of Cryptocurrency: How Bitcoin and Digital Money Are Challenging the Global Economic Order](http://amazon.com/Age-Cryptocurrency-Bitcoin-Challenging-Economic-ebook/dp/B00L73JQ18/)

[The Internet of Money](http://amazon.com/Internet-Money-Andreas-M-Antonopoulos/dp/1537000454/)