

Project Setup Guide

1. MySQL Database Access

You will use our shared MySQL instance for all SQL work.

Connection Details

Code block

```
1 Host: mysql-tcs.drillinsight.com
2 Port: 3306
3 Username: yuejia_zhang
4 Password: Test123!
```

How to Connect

You may use either **MySQL Workbench**, **DBeaver**, or any SQL client you prefer.

1. Open MySQL Workbench → create a new connection
2. Fill in the host, port, username, and password as above
3. Test Connection → Save
4. Once connected, run:

```
USE yuejia_zhang;
```

If you have any connection issues, take a screenshot and send it to me.

2. GitHub Setup

We will use GitHub to manage your project files, SQL scripts, and reports.

Steps

1. Go to <https://github.com> and register a new GitHub account
2. Send me your **GitHub username**
3. I will add you to our **DrillInsight organization**
4. After joining, you will receive access to your project repository

Please keep all Week 1 deliverables committed to GitHub.

3. Project Documents

You will receive the following reference documents:

- **BRD (Business Requirements Document)**
- **KPI Definition Doc**
- **Data Dictionary**
- **Week 1 Task List & Instructions**

These documents define:

- project objectives
- how churn & retention are defined
- table structure and field meanings
- what you need to deliver each day

Please read through them before starting Week 1.

4. Your First Steps After Setup

Once MySQL and GitHub are ready, your first tasks are:

1. Read the BRD + KPI Doc
2. Explore the datasets in MySQL
3. Begin Week 1 — Data Understanding & KPI Validation

If you have questions at any step, message me anytime.