

# 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.

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## 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.

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### 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.

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### 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.