

Name: Julio Febrian

ID: M2010F1099

Group: ML-16

Bangkit 2022 - Soft Skill Assignment 7 "Professional Communication"

Reply email:

To: Larasati

Hi,

Thank you for your concerns, Ms. Larasati. I have rechecked the data sheet that I sent to you yesterday and I would like to explain some information about these recurrent issues. Firstly, I deeply apologize for the inconvenience caused by it. I acknowledged the missing data on February's data and I will send you the file immediately in attachment. For the incorrect data, I am not sure on which part the December calculation is incorrect, I have double checked the data and it is using the same formula as other months. Please check again and specify on which part of December's data is incorrect. These recurrent issues in the past two months happened because our team were overwhelmed by which any business request was only stated verbally and there was no system in place to serve as a written reminder for our team. To cope with these issues occurring in the future, our supervisor has been developing an SOP between divisions, detailing the procedures for requesting datasets and this SOP will be launched soon. If you need more information regarding these issues or if you have other questions and issues, feel free to contact me, I will be available on Monday afternoon between 2-4 p.m.

Kind regards,
Julio Febrian
