Dear [client point of contact],

Thank you for providing us with the three datasets from Sprocket Central Pty Ltd. As requested, I have done an extensive assessment of the given data and have documented my findings in this e-mail. I have also suggested the solutions for the issues found in the datasets.

I have considered four major issues for our datasets:

- **Completeness** - Issues pertaining to missing rows/columns.
- **Validity** – The data entered does not conform to the pre-determined schema of the dataset.
- **Accuracy** – The data entered conforms to the schema but is inaccurate. For eg: Someone whose age is 20 years has a tenure of 22 years.
- **Consistency** – The data is valid and accurate but is in a different form. For eg : New South Wales is represented as NSW and New South Wales.

I have attached an excel file 'Issues' along with this mail that contains the issues found in the datasets and their solutions. Moving forward the team will continue with the data cleaning, standardisation and transformation process for the purpose of model analysis. Questions will be raised along the way and assumptions documented. After we have completed this, it would be great to spend some time with your data SME to ensure that all assumptions are aligned with Sprocket Central's understanding.

Thanks and Kind Regards

Atharva J. Yeolekar