**Task 1: Exploratory Data Analysis**

User Approach

**Step 1: Prepare**

* Download the CSV file provided (sample\_sales\_data.csv).
* Create python notebook file (.ipynb) for data analysis.
* Set up environment and import the dataset into the notebook.

**Step 2: Exploration**

* Utilize the chosen notebook to conduct exploratory data analysis (EDA) on the dataset.
* Analyze the statistical properties of the dataset, such as distributions of columns, descriptive statistics (mean, median, max, min, etc.).
* Aim to gain a solid understanding of the dataset and its implications for Gala Groceries' supply chain.

**Step 3: Communication**

* Summarize findings in a concise and business-friendly manner within an email to the Data Science team leader.
* Include recommendations for further analysis or data requirements to address Gala Groceries' supply chain issue.
* Draft the email using the template provided in the additional resources section.