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**RE: Scheduling Our Project Handover Meeting for COMP30022 IT Project Team 56**

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**From** Lorraine Tadd <lorraine.tadd@unimelb.edu.au>

**Date** Wed 29/10/2025 08:17

**To** Chen Ma <chma@student.unimelb.edu.au>

Thanks Chen for letting me know.

Kind regards

**Lorraine Tadd | Executive Assistant to  
Claire Hooper, Faculty Executive Director  
Professor Shanika Karunasekera, Deputy Dean (Academic)**  
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**From:** Chen Ma <chma@student.unimelb.edu.au>  
**Sent:** Tuesday, 28 October 2025 5:07 PM  
**To:** Lorraine Tadd <lorraine.tadd@unimelb.edu.au>  
**Subject:** Re: Scheduling Our Project Handover Meeting for COMP30022 IT Project Team 56

Hi Lorraine,

Thanks for arranging this! Friday 31/10 at 1pm works perfectly for us.

Best regards,  
Chen, on behalf of Team 56 - Questify

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**From:** Lorraine Tadd <[lorraine.tadd@unimelb.edu.au](mailto:lorraine.tadd@unimelb.edu.au)>  
**Sent:** 28 October 2025 13:49  
**To:** Chen Ma <[chma@student.unimelb.edu.au](mailto:chma@student.unimelb.edu.au)>  
**Cc:** Jerry Chang <[jerry.chang@student.unimelb.edu.au](mailto:jerry.chang@student.unimelb.edu.au)>; ZIYI ZHANG <[zhang121@student.unimelb.edu.au](mailto:zhang121@student.unimelb.edu.au)>; Cheolgyun Park <[cheolgyun.park@student.unimelb.edu.au](mailto:cheolgyun.park@student.unimelb.edu.au)>; Chih-Yi Huang <[chihiyh@student.unimelb.edu.au](mailto:chihiyh@student.unimelb.edu.au)>; Samuel Imanuel Gunawan <[samuelimanuel.gunawan.1@unimelb.edu.au](mailto:samuelimanuel.gunawan.1@unimelb.edu.au)>; Shanika Karunasekera <[karus@unimelb.edu.au](mailto:karus@unimelb.edu.au)>  
**Subject:** RE: Scheduling Our Project Handover Meeting for COMP30022 IT Project Team 56

Hi Chen, the only time Shanika has availability is on Friday 31/10 at 1pm for 30 minutes. I have sent through an invitation, please let me know if this time is not suitable.

Kind regards

**Lorraine Tadd | Executive Assistant to**  
**Claire Hooper, Faculty Executive Director**  
**Professor Shanika Karunasekera, Deputy Dean (Academic)**  
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**From:** Chen Ma <[chma@student.unimelb.edu.au](mailto:chma@student.unimelb.edu.au)>  
**Sent:** Tuesday, 28 October 2025 4:26 PM  
**To:** Shanika Karunasekera <[karus@unimelb.edu.au](mailto:karus@unimelb.edu.au)>  
**Cc:** Jerry Chang <[jerry.chang@student.unimelb.edu.au](mailto:jerry.chang@student.unimelb.edu.au)>; ZIYI ZHANG <[zhang121@student.unimelb.edu.au](mailto:zhang121@student.unimelb.edu.au)>; Cheolgyun Park <[cheolgyun.park@student.unimelb.edu.au](mailto:cheolgyun.park@student.unimelb.edu.au)>; Chih-Yi Huang <[chihiyh@student.unimelb.edu.au](mailto:chihiyh@student.unimelb.edu.au)>; Samuel Imanuel Gunawan <[samuelimanuel.gunawan.1@unimelb.edu.au](mailto:samuelimanuel.gunawan.1@unimelb.edu.au)>; Lorraine Tadd <[lorraine.tadd@unimelb.edu.au](mailto:lorraine.tadd@unimelb.edu.au)>; Libby O'Sullivan <[libbyo@unimelb.edu.au](mailto:libbyo@unimelb.edu.au)>  
**Subject:** Scheduling Our Project Handover Meeting for COMP30022 IT Project Team 56

Dear Prof. Shanika,

I hope you've been well.

As we're approaching the completion of our IT Project, our team would like to arrange a **handover meeting** to walk you through the final deliverables, demonstrate the key features, and discuss any follow-up documentation or maintenance details.

Could you please let us know your availability in the coming days before 7 November, so we can schedule a suitable time before our final submission due time?

We expect the session to take around **30–45 minutes**, either online or in person — whichever you prefer.

Looking forward to your response and thank you again for your collaboration throughout the project.

Best regards,

Chen

on behalf of **Team 56 - Questify**