



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

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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I acknowledge the Traditional Owners of the land on which I work, and pay my respects to the Elders, past and present.



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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

From: Lorraine Tadd <lorraine.tadd@unimelb.edu.au>
Sent: 28 October 2025 13:49
To: Chen Ma <chma@student.unimelb.edu.au>
Cc: Jerry Chang <jerry.chang@student.unimelb.edu.au>; ZIYI ZHANG <zhang121@student.unimelb.edu.au>; Cheolgyun Park <cheolgyun.park@student.unimelb.edu.au>; Chih-Yi Huang <chihyih@student.unimelb.edu.au>; Samuel Imanuel Gunawan <samuelmanuel.gunawan.1@unimelb.edu.au>; Shanika Karunasekera <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>
Sent: Tuesday, 28 October 2025 4:26 PM
To: Shanika Karunasekera <karus@unimelb.edu.au>
Cc: Jerry Chang <jerry.chang@student.unimelb.edu.au>; ZIYI ZHANG <zhang121@student.unimelb.edu.au>; Cheolgyun Park <cheolgyun.park@student.unimelb.edu.au>; Chih-Yi Huang <chihyih@student.unimelb.edu.au>; Samuel Imanuel Gunawan <samuelmanuel.gunawan.1@unimelb.edu.au>; Lorraine Tadd <lorraine.tadd@unimelb.edu.au>; Libby O'Sullivan <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**