

To:

From: a.velmurugan@mail.utoronto.ca

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[youssef.bayoudhisc@gmail.com](mailto:youssef.bayoudhisc@gmail.com)

Subject: Team 121 - First Client Meeting

Hello Sukhmani Khaira,

We hope this email finds you well. This is Akshaya Velmurugan, the communication liaison for Team 121, from the Engineering Strategies & Practices II (APS112) course at the University of Toronto. We are a team of 6 undergraduate engineering students and we are thrilled to collaborate with you on the Wellness Room Expansion Project on the 28<sup>th</sup> floor at Chestnut Residence.

To initiate discussions, we propose a one hour meeting on the 8<sup>th</sup> floor of Myhal Centre for Engineering Innovation and Entrepreneurship (MY) or at your office (Residence Life Office), to learn more about you and your visions for this project. Please let us know where you would like to meet.

The times my team would be available to meet are:

- Friday, February 2, 3:45 pm - 4:45 pm
- Tuesday, February 6, 1:00 pm - 2:00 pm
- Wednesday, February 7, 5:45 pm - 6:45 pm

If this does not suit your availability, feel free to suggest alternatives. We are looking forward to meeting with you!

Best regards,

Akshaya Velmurugan (she/her)

Communications Liaison, Team 121

[a.velmurugan@mail.utoronto.ca](mailto:a.velmurugan@mail.utoronto.ca)

(approved at 14:52)

need to include

- greeting, including full name of student emailing
- Context: The email should clearly identify the course (Engineering Strategies & Practice), the University of Toronto and refer to the design project submitted by the client
- at least 3 times during business hours that the entire team is free to meet + timeframe expectation (1 hour) (feb 1-11)
- give location of meeting
- Include a professional signoff thanking the client, reconfirming the meeting time
- Contact Information: Be sure you have a clear and professional signature file at the end of your email