# **Team Meeting Information**

**Meetings Record:**

**1. Face-to face meetings:**

6 October - 12:30pm to 3:30pm (2 members present)

13 October - 12:30pm to 3:30pm (2 members present)

***Total hours spent on face-to-face meetings: 6 hours***

**2. Online meetings:**

Thursday 13 October – 14 October (11pm-1am)

Friday 14 October (1:30pm – 2:30pm, 10pm – 11pm)

\* Meeting Tools: WhatsApp Messenger, Call

***Total hours spent on online meetings: 4 hours***