**1. Team meeting information**

**History of meetings:**

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

15 September - 12:30pm to 3:30pm (all 3 members present)

22 September - 12:30pm to 3:30pm (all 3 members present)

27 September – 12pm to 3 pm (all 3 members present)

29 September - 12:30pm to 3:30pm (all 3 members present)

***total hours spend on face-to-face meetings: 12 hours***

**2. Online meetings:**

24 September (11pm-2am) 25 September (9pm-11pm)

30 September (10:30pm-2am) 01 September (11pm-3am)

2 October (12pm-8pm)

***total hours spend on online meetings: 20.5 hours***