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| **Team Member** | **E-mail** | **How often do you check e-mail?** | **Phone numbers** | **Times Okay to Call** | **Other** | **Notes** |
| **Michela Meucci** | michela.meucci@wwu.edu | Very often while on campus. | W: 650-4641 | Business hours | IM:  Text: | Phone call or email. |
| **Xiaofeng Chen** | xiaofeng.chen@wwu.edu | Very often while on campus. | W: 650-3913 | Business hours |  | Email is a far better choice! |
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| Team Member 🡪 | Name: | Name: | Name: | Name: |
| Available Meeting Hours 🡪 |  |  |  |  |
| Team Meeting Times 🡪 | Times Everyone Can Meet | | Other Times Most Team Members Can Meet | |