

## Annex A

The following meetings did take place:

<b>Subject</b>	<b>Location</b>	<b>Start</b>	<b>End</b>
Document Review and Next Steps	The Optima Building	Wed 25/01/2017 14:30	Wed 25/01/2017 16:00
Catch-Up	The Optima Building	Wed 02/08/2017 13:30	Wed 02/08/2017 15:00

The following meetings were planned and we can confirm that no visitors signed into Education Scotland, The Optima Building:

<b>Subject</b>	<b>Location</b>	<b>Start</b>	<b>End</b>
Catch-Up	The Optima Building, Borders 1	Thurs 04/05/2017 10:30	Thurs 04/05/2017 11:30
ES/Oxido Catch-Up	The Optima Building, Borders 1	Tues 13/06/2017 11:00	Tues 13/06/2017 12:00
Oxido	Not recorded	Tues 20/06/2017 14:00	Tues 20/06/2017 15:00

The following meeting was planned but we have no record to confirm that it took place:

<b>Subject</b>	<b>Location</b>	<b>Start</b>	<b>End</b>
Oxido Catch-Up	3 <sup>rd</sup> Floor, 2 West Regent Street	Thurs 01/06/2017 10:00	Thurs 01/06/2017 11:00

## Annex B

**From:** ..... [mailto: ..... @oxido.co.uk]  
**Sent:** 14 July 2017 13:19  
**To:** .....  
**Subject:** Catch up

Hi .....,

Hope you're well? Think you might still be on holiday so just dropping a note for when you're back – I'm back now so would be good to organise a catch up once you've got time.

Speak soon,

.....  
.....

.....

 OXIDO

T: .....

E: .....

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**From:** ..... [mailto: ..... @exceptionuk.com]  
**Sent:** 24 March 2017 16:49  
**To:** .....; .....  
**Subject:** Invision link

Hi ...../.....,

If you've not received ..... email with the inVision link then let me know and I'll forward it on, in case the brand name gremlins have been interfering with email again....

Have a great weekend,

.....

.....  
**Public Sector**  
Email: .....  
Mobile: .....

**Exception Ltd.**  
**69 Buchanan Street**  
**Glasgow**  
**G1 3HL**

Web: [www.exceptionuk.com](http://www.exceptionuk.com)  
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