

# Semesterly tasks

An guide on the tasks the board has to complete throughout the semester

- Semester Start tasks
- Closing Analog for the semester and exam period
- Analog Birthday (April)
- General Assembly (April/November)
- Meet'N'Greet
- Revision of Egenkontrolprogram (January)

# Semester Start tasks

Before Analog can open its doors for the new semester, the board has to complete a series of tasks. These are both administration tasks, as well as tasks around the kitchen/cafe

Find this as a checklist format in <https://asana.com>.

## Administration tasks

- Shift plan
- Activate cleaning from FM
- Send access list to FM
- Set dates for important events (Opening/closing day, Meet 'n' greet, GA)
- Update cleaning tasks according to workload
- Update door code
- Test IT systems
- Update shift report form

## Kitchen/Cafe tasks

- Spring/Autumn cleaning
- Service machiners
  - By CCL
  - By Friskvand
- First coffee order
- First milk order

Closing Analog for the  
semester and exam period

# Analog Birthday (April)

# General Assembly (April/November)

## Deadlines

- Senest 3 uger før GA skal alle aktive medlemmer inviteres til GA fx via Facebook eller email inkl den "officielle agenda" - se bylaws
- Indkomne forslag fra medlemmer som skal behandles på GA, skal være jer i hænde senest 10 dage før.
- Senest 7 dage før GA skal en revideret agenda offentliggøres inkl relevante dokumenter fx beslutningsforslag og indkomne forslag

## Voting

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## Changing bylaws

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# Meet'N'Greet

# Revision of Egenkontrolprogram (January)