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)