

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

Revision #6

Created Sat, Apr 17, 2021 8:08 PM by Jonas Anker Rasmussen

Updated Wed, Nov 17, 2021 8:51 PM by Emil Anker Joensen