

# 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

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