

 Dashboard Document Library My Task Schedule Communications

Tea Bean
Software Developer

 Logout

ONBOARDING

You have 10 onboarding tasks to complete



DAILY TO DOS

Create daily reports
Review investors documents with team
Follow up with Olivia onboarding
Shadow Luke from 10



MEETINGS

TODAY: Zoom Meeting with Olivia at 4:00



UPCOMING EVENTS

Jan 20: Team meeting
Jan 21 : Weekly Report Due



Technical Support

Live chat with PJ for technical support
Call 416-XXX-XXX for additional help



Clock in or Clock Out

Remember to clock in and out of your shifts
accordingly!



Wellness

How are you feeling?
Drink Water
Take a break

Make sure to fill out the wellness form by
the end of the day!



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GMAIL

You have 10 new work emails from
boss@gmail.com

OPEN



GOOGLE MEET

Team meeting tomorrow at 10:30

OPEN



SLACK

Olivia has 5 new messages
#general has 7 new messages
You have over 20 messages from multiple
channels

OPEN



ZOOM

2:00 Zoom meeting with Olivia, follow up,
onboarding

OPEN



DISCORD

Coding language channel, has new
updates

OPEN



TEAMS

Upcoming investor meeting this Friday

OPEN





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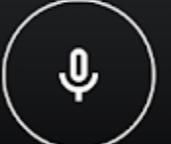
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Camera is off



⋮

Weekly Team Sync

No one else is here

Join now

Present

Other options

Join and use a phone for audio

Connect a conference room



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GOOGLE CALENDAR

Create		MON	TUE	WED	THU	FRI	SAT
January 2022	Create	30	Feb 1	2	3	4	5
M	T	W	T	F	S	S	S
31	1	2	3	4	5	6	7
6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21
21	22	23	24	25	26	27	28
28	1	2	3	4	5	6	7
7	8	9	10	11	12	13	14
13	14	15	16	17	18	19	20
20	21	22	23	24	25	26	27
27	28	Mar 1	2	3	4	5	

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SCHEDULE

Oct 9 – Oct 15

[AUTO SCHEDULE SHIFTS](#)

TODAY

Week



EMPLOYEES	MON 9	TUE 10	WED 11	THU 12	FRI 13	SAT 14	SUN 15
 OpenShifts <small>(?)</small>	11a - 7p SERVER <small>2</small>	3p - 11p BUSSER <small>3</small>		3p - 11p LINE COOK		8a - 4p LINE COOK	3p - 11p SERVER <small>2</small>
 Autumn Rose <small>24 / 40</small>	VER		8a - 4p SERVER				
 Ben Shield <small>48 / 40</small>	ER	8a - 4p BUSSER		3p - 11p SERVER	3p - 11p MANAGER	VER	3p - 11p SERVER
 Bert Castro <small>24 / 40</small>			8a - 4p CHEF		8a - 4p CHEF	8a - 4p CHEF	
 Betty Rathmen <small>24 / 40</small>		11a - 7p SERVER	11a - 7p SERVER	11a - 7p SERVER			
 Carmen Lowe <small>24 / 40</small>	8a - 4p HOST	8a - 4p HOST			11a - 7p SERVER		PREFERRED: 8a - 4p
 Corinne Garris... <small>24 / 40</small>	3p - 11p MANAGER			3p - 11p MANAGER	3p - 11p MANAGER		
 Dan Jackson <small>32 / 40</small>			8a - 4p LINE COOK		8a - 4p LINE COOK	8a - 4p LINE COOK	8a - 4p LINE COOK
 Denis Gillespie <small>24 / 40</small>		8a - 4p CHEF		8a - 4p CHEF		8a - 4p CHEF	
 Eddie Combs <small>24 / 40</small>	3p - 11p MANAGER	3p - 11p MANAGER		TIME OFF ALL DAY	TIME OFF ALL DAY		8a - 4p MANAGER
 Elnora Blevins <small>32 / 40</small>	11a - 7p HOST		3p - 11p SERVER		3p - 11p SERVER	3p - 11p SERVER	
 Harriet Roberts <small>24 / 40</small>	8a - 4p LINE COOK	8a - 4p LINE COOK					11a - 7p LINE COOK
 Hubert Scott <small>16 / 40</small>			11a - 7p LINE COOK	8a - 4p AT DOWNTO		TIME OFF [PENDING]	TIME OFF [PENDING]
 Isabel Foster <small>24 / 40</small>		8a - 4p MANAGER	8a - 4p MANAGER		8a - 4p MANAGER		



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Documents

- > Order for Electrical engineering.doc Order
- > Order for Electrical installing.doc Order
- > IIB Project Management Plan.doc Order
- > Customers (1)
- ✓ Projects (1)
 - > Office Design Customer Project

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WELLNESS CHECKIN

Forms are anonymous unless we deem it is a emergency. Please be truthful

Please fill out this section from numbers 1-10 , with 1 being terrible and 10 being amazing. If you do not want to answer, leave the field blank.

How was your day? :

How was your workload?:

Do you feel like you had support you needed today?:

Did you have a good rest before the workday?:

Please rate your degree of work-related burnout?:

Do you feel like you have a optimal work-life balance?:

How well would you say our organization supports employees in achieving a better balance between work and other responsibilities?":

Is there anything else you would like us to know?:

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