**EVA and VFF logo**

**GOOD MORNING <name of user>!**

*(Can have some nice quotes randomly every day, like Google momentum)*

**CHATWORK**

Collage pictures of EVA

**CONTACTS**

IT Service Desk  
HR  
MKT

**NOTES**

-Update KPI reports

-Run FB Ads

-……

**BOOKING**

**SYSTEM**

**EMAIL**

**CALENDAR**

**Monday**Meeting at 4.0

**Friday**Kick Off Meeting

**NEWS/EVA TIMES POSTS**

**WORK TIME**

Punch in

Punch out

* Should have “colors” personal general information page
* Until now, after stop using OZ system, we couldn’t find the general information (face photo, Lab, contact e-mail…) of EVA members.
* The page should be divided into Lab/BO/Division
* Welcome new members corner
* Happy Birthday members corner
* EVA T-shirt day remind corner
* Monthly EVA Times Page
* Online EVA News Page
* Quarterly MVP Faces Page
* Public holiday schedule of the year