**Yuruky’s Schedule**

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| **Time** | **Item** |
| 1:00 - 1:30 | Check the space:  - Machine Room: machines work well, tools organized & dust cleaned  - Main Area: organized & clean  - Lasercutter Room: the plugs, materials & trash  Check camera  Check money box  Check things that need to buy |
| 1:30 - 2:00 | Check & Update E-mails  Check & Update media:  - wechat  - website  - douban  - meetup  - (twitter, facebook, instagram etc.) |
| 2:00 - 3:00 | Prepare workshops/open night/events |
| 3:00 - 5:30 | Offering Service |
| 5:30 - 6:00 | Dinner |
| 6:00 - 7:30 | Offering Service |
| 7:30 - 8:30 | Business Relations:  - meeting with potential/existed partners  - seek for new clients online  - keep in touch with members and sponsors  Upload on GitHub  Finish today's work |
| 8:30 - 9:00 | Check money box  Check the space: organized & clean  Before leaving:  - Unplug the machines  - Turn off the air conditioner  - Make sure the doors of machine room locked  - Turn off all the lights  - Make sure the main door locked |
| Right at 9:00 | - Get my ass out of work  - Make sure something learned today  - Summarize what have been done well and not well  - Happy to be productive and helpful today  - Thanks for people who come to contribute and make things to make this world better  - Yaaaaaay, safe home & take care of 水墨 and myself |