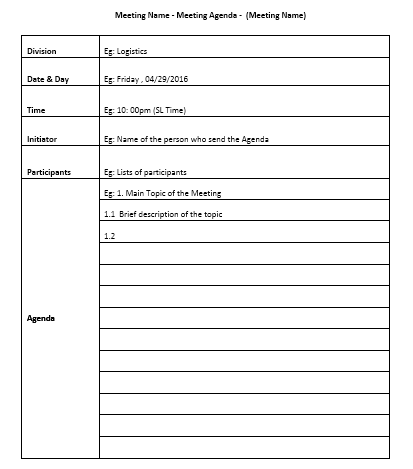
**Tropical Fish Intl Ltd**

**OPR FOR LOGISTIC SHIPMENT CHECK LIST**

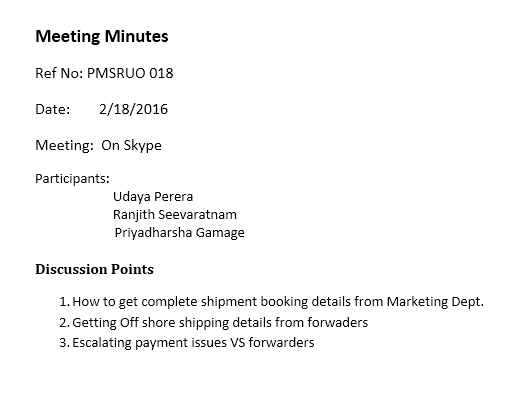
|  |  |
| --- | --- |
| **SUBJECT** | **Weekly Logistic Meeting** |
| **DEPARTMENT** | **Logistic Colombo** |
| **RECORDER (Name & Designation)** | **Ranjith Seevaratnam, Priyadhasha, Udaya Perera** |
| **APPROVEDBY (Name & Designation)** | **Udaya Perera** |
| **CREATED DATE** | **28/04/2016** |
| **LAST UPDATED** |  |
| **PATH ON NETWORK FOLDER** | **Z:\Gen Log\OPR** |
| **NO. OF PAGES INCLUDING THIS PAGE** | **2** |

**Weekly Logistic Meeting**

Before 48 hours agenda should be sent it to the members.



**Format meeting Minutes**



**Upload meeting minutes to the system using OPR of ETF user level.**

**Receive email from meeting calender as below,**

