**Teknowledge Shared Services Pvt. Ltd**

**OPR for Update Email tracker in ExecAdmin Dept**

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| **SUBJECT** | OPR for Update Email tracker in  ExecAdmin Dept |
| **DEPARTMENT** | ExecAdmin |
| **RECORDER (Name & Designation)** | Nadira Navaratne – Project Coordinator |
| **APPROVEDBY (Name & Designation)** |  |
| **CREATED DATE** | 07-July-2016 |
| **LAST UPDATED** |  |
| **PATH ON NETWORK FOLDER** |  |
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**Objective**: Make sure all email communications and text instructions get recorded in meeting minutes

INTRODUCTION

1. All communications in the organization done via emails
2. ExecAdmin gets some instructions from CEO and Management through text massages.
3. All email subjects must be copied to excel format given by the HR, which includes date, sender, receiver, follow-up action, time line and status.
4. Likewise all text massages to ExecAdmin are recorded in same format.
5. In a team meeting in the morning all subjects are discussed and latest status of items are updated in the action item column.
6. Either task owners latest update or status of latest reply received for each email will be recorded under action item.

