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Content Writer Midhun Abishek

	Assigned Tasks	Completed Tasks	
MON 28	Weblankan DMWEBLANKAN-42: 19 W...	Weblankan DMWEBLANKAN-42: 19 WL - Article	
	Yahoo-weblankan DMWEBLANKAN-41: Adv...		
	Web DMM1100101-2: Content...	Web DM1100101-2: Content Writing	
	Sancharaka Udawa Image Text & Caption - Urgent DMCDCSANCHARAKAU...	DMCDCSANCHARAKAUDAWA-15: 3 Sanch...	
	Sancharaka Udawa Image Text & Caption - Urgent DMCDCSANCHARAKAU...	DMCDCSANCHARAKAUDAWA-18: 6 Sanch...	
	Global care caption change DM-46: 4 - Mom's cleanin...	Global care caption change DM-46: 4 - Mom's cleaning hacks	
	Sancharaka Udawa Caption - Urgent DMCDCSANCHARAKAU...	DMCDCSANCHARAKAUDAWA-17: 5 Sanch...	
	FHAM CAPTION DMCDCFHAM-25: Capti...	DMCDCFHAM-25: Caption for Exhibitor Video	
	Web Lankan 1 DMWEBLANKAN-27: Web...	DMWEBLANKAN-27: Web Lankan - Lead Ad...	
TUE 29	Yahoo-weblankan DMWEBLANKAN-41: Adv...	Yahoo-weblankan DMWEBLANKAN-41: Advertorial (Article) 1 ...	
	Web DMM1100101-2: Content...	DMM1100101-2: Content Writing	
	Siyapatha DMSIYAPATHAFINANCE-4...	Siyapatha DMSIYAPATHAFINANCE-46: Siyapatha 10 - B...	
	Global Care DM-58: 7 - Air Freshners	DM-58: 7 - Air Freshners	
	Web Lankan content DMWEBLANKAN-36: 16 W...	Web Lankan content DMWEBLANKAN-36: 16 WL - Abans web lau...	

	SR DMSRSTEEL-23: 4 - Myths ...	DMSRSTEEL-23: 4 - Myths vs Facts	
	SLHGA Caption DMSLHGA-49: SLHGA Po...	SLHGA Caption DMSLHGA-49: SLHGA Post 001 - Avrudu Ha...	
	Vasan 1 DMVASANEYE-80: Vasan ...	Vasan 1 DMVASANEYE-80: Vasan Google review res...	
	Siyapatha 1 DMSIYAPATHAFINANCE-5...	Siyapatha 1 DMSIYAPATHAFINANCE-57: Siyapatha AdH...	
WED 30	Indra DMINDRATRADERS-52: 5 I...	DMINDRATRADERS-52: 5 IT - Branding 01 (E) ...	
	DMINDRATRADERS-57: 9 I...	DMINDRATRADERS-57: 9 IF - Branding 05 (E) ...	
	DMINDRATRADERS-55: 7 I...	DMINDRATRADERS-55: 7 IT - Branding 03 (E) ...	
	DMINDRATRADERS-62: 13...	DMINDRATRADERS-62: 13 IF - Branding 09 (E...	
	DM-51: 2 - Hand Wash (c...	DM-51: 2 - Hand Wash (carousel)	
	Jeya Caption & Image Text DMJEYABOOKCENTER-33...	DMJEYABOOKCENTER-33: Jeya Post 002 - N...	
	SR DMSRSTEEL-15: 3 - 8mm b...	SR DMSRSTEEL-15: 3 - 8mm bars using for?	
	A-Networks content edit DMANETWORKS-19: 6 AN...	DMANETWORKS-19: 6 AN - Managed Servic...	
	SR Content edit DMSRSTEEL-21: 2 - SR STEE...	DMSRSTEEL-21: 2 - SR STEEL TMT Bars only for ...	
	FHAM Caption 3 DMCDCFHAM-26: FHAM ...	FHAM Caption 3 DMCDCFHAM-26: FHAM 009 - Footer for Ph...	

THU 01			
FRI 02	Web Lankan 🔗 DMWEBLANKAN-43: 18 W...	Web Lankan 🔗 DMWEBLANKAN-43: 18 WL - Awareness Vid...	
	🔗 DMWEBLANKAN-44: 20 W...	🔗 DMWEBLANKAN-44: 20 WL - Awareness Vid...	
	FHAM Caption - 3 🔗 DMCDCFHAM-27: FHAM ...	🔗 DMCDCFHAM-27: FHAM - Caption 1	
	🔗 DMCDCFHAM-28: FHAM ...	🔗 DMCDCFHAM-28: FHAM - Caption 2	
	🔗 DMCDCFHAM-29: FHAM ...	🔗 DMCDCFHAM-29: FHAM - Caption 3	
	Web C 🔗 DMM1100101-2: Content...	🔗 DMM1100101-2: Content Writing	
	Aitken Spence travel - https://weblankan.atlassian.net/brows		

	e/DMCDCSANCHARAKAUDAWA-30		
	Aitken Spence travel - https://weblankan.atlassian.net/browse/DMCDCSANCHARAKAUDAWA-31		

Creative 1 - Sumesh Vijayan

	Assigned Tasks	Completed Tasks	
MON 28	Sheers - accesories - URGENT ☞ DMSHEERS-30: 2. Accessories - Caro... Palli - Mothers day - ☞ DMPALLIYAGURUGE-33: 2. 1. Palli - ... Sheers - mothers day - ☞ DMSHEERS-37: 3. Mothers day Contrade Vesak ☞ DMCONTRADE-23: 5 Contrade - Ve... A-Networks vesak ☞ DMANETWORKS-25: 1 AN - Vesak P... Globe Glass 1 ☞ DMGLOBEGLASS-18: Globe Glass 0... Sexywheel change - ☞ DMSEXYWHEELS-20: 3. Sexy wheel - 03	Sheers - accesories - URGENT ☞ DMSHEERS-30: 2. Accessories - Car... Palli - Mothers day - ☞ DMPALLIYAGURUGE-33: 2. 1. Palli - ... Sheers - mothers day - ☞ DMSHEERS-37: 3. Mothers day Sexywheel change - ☞ DMSEXYWHEELS-20: 3. Sexy wheel ... Sancharaka footer https://weblankan.atlassian.net/browse/DMCDCSANCHARAKAUDAWA-13	MON 28
TUE 29	Contrade ☞ DMCONTRADE-19: 1 Contrade - EC... Termss Global ☞ DM-29: 2 Termss Global - FB Cover ☞ DM-31: 3 Termss Global - About the... ☞ DM-33: 5 Termss Global - Container... ☞ DM-34: 6 Termss Global - Laundry e... ☞ DM-35: 7 Termss Global - Equipmen...	Globe Glass 1 ☞ DMGLOBEGLASS-18: Globe Glass ... Contrade ☞ DMCONTRADE-19: 1 Contrade - E... ☞ DM-29: 2 Termss Global - FB Cover ☞ DM-31: 3 Termss Global - About th...	TUE 29

WED 30	A-Networks content edit ☞ DMANETWORKS-23: 7 AN - Passwor... Terms global vesak ☞ DMCONTRADE-25: 1 TG - Vesak IBE - ☞ DMIBE-14: 1. Choose the path they ... Sheers - Vesak - ☞ DMSHEERS-38: Vesak Palli Vesak - ☞ DMPALLIYAGURUGE-46: Vesak Sexywheel - Vesak - ☞ DMSEXYWHEELS-26: Vesak A-Networks vesak ☞ DMANETWORKS-25: 1 AN - Vesak P...	A-Networks content edit ☞ DMANETWORKS-23: 7 AN - Passwo... Terms global vesak ☞ DMCONTRADE-25: 1 TG - Vesak Sheers - Vesak - ☞ DMSHEERS-38: Vesak Palli Vesak - ☞ DMPALLIYAGURUGE-46: Vesak	WE D 30 Ter IBE Sh Pa Se A-
THU 01	Holiday		
FRI 02	Termss Global ☞ DM-34: 6 Termss Global - Laundry e... ☞ DM-35: 7 Termss Global - Equipmen... A-Networks revision ☞ DMANETWORKS-19: 6 AN - Manage... Sheers - curtains - ☞ DMSHEERS-39: Curtains Jeya Book - Stickers 2 ☞ DMJEYABOOKCENTER-32: Jeya Boo... Sheers texts add - ☞ DMSHEERS-30: 2. Accessories - Caro... IBE - ☞ DMIBE-14: 1. Choose the path they ...	☞ DM-34: 6 Termss Global - Laundry ... Since there's no proper info I'm postponing this A-Networks revision ☞ DMANETWORKS-19: 6 AN - Manag... Sheers - curtains - ☞ DMSHEERS-39: Curtains Jeya Book - Stickers 2 ☞ DMJEYABOOKCENTER-32: Jeya Bo... Sheers texts add - ☞ DMSHEERS-30: 2. Accessories - Car... IBE - Redesign ☞ DMIBE-14: 1. Choose the path the...	

Creative 2 - Kasun Udara

	Assigned Tasks	Completed Tasks	
MON 28	Roofmart revisions 02 - DMROOFMART-13: 2 Roofm... - DMROOFMART-14: 3 Roofm... Web Lankan 01 video - Labour day Urgent - DMWEBLANKAN-38: 1 WL - L... Siyapatha Video https://weblankan.atlassian.net/browse/DMSIYAPATHAFINANCE-36 Siyapatha 1 https://weblankan.atlassian.net/browse/DMSIYAPATHAFINANCE-36 Ceymed mothers day - DMCEYMED-46: 5. Mothers ... Web Lankan -1 https://weblankan.atlassian.net/browse/DMWEBLANKAN-27	Web Lankan -1 https://weblankan.atlassian.net/browse/DMWEBLANKAN-27 Roofmart revisions 02 - DMROOFMART-13: 2 Roofmart - Sandwic... - DMROOFMART-14: 3 Roofmart - Steel Buil... Ceymed mothers day - - DMCEYMED-46: 5. Mothers day Siyapatha 1 https://weblankan.atlassian.net/browse/DMSIYAPATHAFINANCE-36 Web Lankan 01 video - Labour day Urgent - DMWEBLANKAN-38: 1 WL - Labour day	MON 28

**TUE
29**

Unical labour day (redesign)

DMUNICALCEYLON-28: 1 Un...

Unical vesak

DMUNICALCEYLON-29: 2 Un...

Siyapatha 1

<https://weblankan.atlassian.net/browse/DMSIYAPATHAFINANCE-45>

<https://weblankan.atlassian.net/browse/DMSIYAPATHAFINANCE-46>

Nawaloka Vesak -

DMNAWALOKAHARDWARE-...

One Lanka Labour Day Changes

DMONELANKA-25: One Lan...

LTL 1

Web Lankan 01 video - Labour day **Urgent**

DMWEBLANKAN-38: 1 WL - L...

Unical vesak

DMUNICALCEYLON-29: 2 Unical - Vesak

Siyapatha 1

<https://weblankan.atlassian.net/browse/DMSIYAPATHAFINANCE-45>

Nawaloka Vesak -

DMNAWALOKAHARDWARE-28: Vesak

One Lanka Labour Day Changes

DMONELANKA-25: One Lanka Post 001 - ...

Unical labour day (redesign)

DMUNICALCEYLON-28: 1 Unical - Labour...

Web Lankan 01 video - Labour day **Urgent**

DMWEBLANKAN-38: 1 WL - Labour day

**TUE
29**

WED 30	CMS labour day (Super Urgent)  DMCMS-24: 1 CMS - Labour ... Vasan 1 https://weblankan.atlassian.net/browse/DMVASANEYE-56 Siyapatha 2 https://weblankan.atlassian.net/browse/DMSIYAPATHAFINANCE-57 https://weblankan.atlassian.net/browse/DMSIYAPATHAFINANCE-36 https://weblankan.atlassian.net/browse/DMSIYAPATHAFINANCE-46 Web Lankan 1 https://weblankan.atlassian.net/browse/DMWEBLANKAN-27 One Lanka Vesak Poya  DMONELANKA-27: One Lan... LTL Labour Day client changes  DMLTLTRANSFORMERS-28: 1 ... Web Lankan 01 video - Labour day Urgent  DMWEBLANKAN-38: 1 WL - L...	CMS labour day (Super Urgent)  DMCMS-24: 1 CMS - Labour day Siyapatha Adhoc (25) photos https://weblankan.atlassian.net/browse/DMSIYAPATHAFINANCE-57 https://weblankan.atlassian.net/browse/DMSIYAPATHAFINANCE-36 Web Lankan 01 video - Labour day Urgent  DMWEBLANKAN-38: 1 WL - Labour day One Lanka Vesak Poya  DMONELANKA-27: One Lanka Post 003 - ... LTL Labour Day client changes  DMLTLTRANSFORMERS-28: 1 - Labour Day CMS labour day revision  DMCMS-24: 1 CMS - Labour day Web Lankan 1 https://weblankan.atlassian.net/browse/DMWEBLANKAN-27	WED 30
THU 01	Holiday		
FRI 02	AutoBoutique video  DMAUTOBOUTIQUE-48: 5 Au... Roofmart Vesak  DMROOFMART-25: 6 Roofm... Green angel cover -  DMGREENANGLES-49: Cover	Siyapatha(3 page) https://weblankan.atlassian.net/browse/DMSIYAPATHAFINANCE-46 Roofmart Vesak  DMROOFMART-25: 6 Roofmart - Vesak One Lanka 1  DMONELANKA-26: One Lanka Post 002 - ...	

	One Lanka 1 DMONELANKA-26: One Lan... Siyapatha https://weblankan.atlassian.net/browse/DMSIYAPATHAFINANCE-46 Web lankan image edit DMWEBLANKAN-49: 5 WL - I... LTL	AutoBoutique video DMAUTOBOUTIQUE-48: 5 AutoBoutique - ... Web lankan image edit DMWEBLANKAN-49: 5 WL - Image edit Green angel cover - DMGREENANGLES-49: Cover	
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Creative 3 - Rithurshan Selvaraja

	Assigned Tasks	Completed Tasks	
MON 28	Ceymed - training center - DMCEYMED-34: 9. Training C... Ceymed mothers day giveaway content DMCEYMED-53: 10. Mothers ... Palli set - URGENT DMPALLIYAGURUGE-27: 6. je... Opulent C DMOPULENTHOTEL-19: 3 - we... DMOPULENTHOTEL-20: 4 - cor... Jeya Book Labour DAY DMJEYABOOKCENTER-30: Je...	Ceymed - training center - DMCEYMED-34: 9. Training Center Ceymed mothers day giveaway content DMCEYMED-53: 10. Mothers day givea... Palli set - URGENT DMPALLIYAGURUGE-27: 6. jewellery coll... Innox Labour DAY https://weblankan.atlassian.net/browse/DMINNOXHOLDING-32 Opulent C DMOPULENTHOTEL-19: 3 - wedding menus Jeya Book Labour DAY DMJEYABOOKCENTER-30: Jeya Post 001...	MON 28

TUE
29

Ceymed -

📄 DMCEYMED-43: 3. World Asth...

Meshmart Vesak

📄 DMMESHMART-25: 3 Meshma...

Green angel - Mother's Day -

📄 DMGREENANGLES-38: 1. ...

Palli - Akshaya Tritiya day (client req.)

📄 DMPALLIYAGURUGE-36: 5. Pa...

Opulent

📄 DMOPULENTHOTEL-21: 5 - birt...

📄 DMOPULENTCATERERS-14: 4 -...

Palli Video 1-

📄 DMPALLIYAGURUGE-29: 8. Ring

Ceymed image change -

📄 DMCEYMED-53: 10. Mothers ...

Ceymed -

📄 DMCEYMED-43: 3. World Asthma Day

Meshmart Vesak

📄 DMMESHMART-25: 3 Meshmart - Vesak

Green angel - Mother's Day -

📄 DMGREENANGLES-38: 1. Mothers day

Palli - Akshaya Tritiya day (client req.)

📄 DMPALLIYAGURUGE-36: 5. Palli - akshay...

Opulent

📄 DMOPULENTHOTEL-21: 5 - birthday parties

📄 DMOPULENTCATERERS-14: 4 - Almsgivin...

Palli Video 1-

📄 DMPALLIYAGURUGE-29: 8. Ring

Ceymed image change -

📄 DMCEYMED-53: 10. Mothers day givea...

Jeya Book Labour DAY Changes

📄 DMJEYABOOKCENTER-30: Jeya Post 001...

TUE
29

WED 30	Vasan 1 https://weblankan.atlassian.net/browse/DMVASANEYE-49 Sheers video change -  DMSHEERS-32: 1. Video Opulent  DMOPULENTHOTEL-20: 4 - cor...  DMOPULENTCATERERS-15: 5 -... Ceymed -  DMCEYMED-42: 2. World H... Green angel - English Hub  DMGREENANGLES-40: 2. Engl... Jeya 1  DMJEYABOOKCENTER-33: Je... KZone  DMKZONE-37: 11 - Onara Boti...  DMKZONE-36: 7 - Chamathka SR Labour Day 's changes  DMSRSTEEL-24: Labour Day	Vasan 1 https://weblankan.atlassian.net/browse/DMVASANEYE-49 Sheers video change -  DMSHEERS-32: 1. Video Opulent  DMOPULENTHOTEL-20: 4 - corporate ev... Ceymed -  DMCEYMED-42: 2. World Hand Hygie... SR Labour Day 's changes  DMSRSTEEL-24: Labour Day	WED 30
THU 01	Holiday		
FRI 02	Opulent C Vesak  DMOPULENTCATERERS-19: Ve...		

Creative 5 - Tishan Pramil

	Assigned Tasks	Completed Tasks	
MON 28	CMS video revision text edit ☞ DMCMS-17: 3 CMS - All Service Miaow Miaow 3 ☞ DMMIAOWMIAOW-18: 4 - BBQ S... ☞ DMMIAOWMIAOW-22: 2 - Chick... ☞ DMMIAOWMIAOW-23: 3 - Cuttle... Vasan - Labor Day Urgent https://weblankan.atlassian.net/browse/DMVASANEYE-43 Miaow Miaow Labour Day ☞ DMMIAOWMIAOW-26: Labour D... Indra vesak ☞ DMINDRATRADERS-50: 3 IT - Vesak Ceymed image change - ☞ DMCEYMED-39: 1. Labour day Rajarata Labour Day ☞ DMRAJARATAHOTEL-44: Rajarat... OCN video text change ☞ DMOCEANEEDS-19: 2 OCN - All ...	CMS video revision text edit ☞ DMCMS-17: 3 CMS - All Service Miaow Miaow 3 ☞ DMMIAOWMIAOW-18: 4 - BBQ Snacks ☞ DMMIAOWMIAOW-22: 2 - Chicken fl... ☞ DMMIAOWMIAOW-23: 3 - Cuttlefish f... Vasan - Labor Day Urgent https://weblankan.atlassian.net/browse/DMVASANEYE-43 Miaow Miaow Labour Day ☞ DMMIAOWMIAOW-26: Labour Day Ceymed image change - ☞ DMCEYMED-39: 1. Labour day Rajarata Labour Day ☞ DMRAJARATAHOTEL-44: Rajarata Po... OCN video text change ☞ DMOCEANEEDS-19: 2 OCN - All service Indra vesak ☞ DMINDRATRADERS-50: 3 IT - Vesak	MON 28

TUE 29	OCN - Frozen Items revision URGENT 📄 DMOCEANEEDS-23: 6 OCN - Fro... Vasan Video 1 https://weblankan.atlassian.net/browse/DMVASANEYE-48 Rajarata Video 1 📄 DMRAJARATAHOTEL-27: RH Post... Indra mothers day 📄 DMINDRATRADERS-63: 14 IT - Mo... Indra Mother's day campaign 📄 DMINDRATRADERS-49: 2 IT - Mot... Ceymed vesak - 📄 DMCEYMED-50: Vesak Ceymed - Texts change 📄 DMCEYMED-39: 1. Labour day Nawaloka Color change - 📄 DMNAWALOKAHARDWARE-22: ...	Ceymed - Texts change 📄 DMCEYMED-39: 1. Labour day Vasan Video 1 https://weblankan.atlassian.net/browse/DMVASANEYE-48 Rajarata Video 1 📄 DMRAJARATAHOTEL-27: RH Post 008 ... OCN - Frozen Items revision URGENT 📄 DMOCEANEEDS-23: 6 OCN - Frozen I... Rajarata Labour Day - Redesign 📄 DMRAJARATAHOTEL-44: Rajarata Po... Ceymed vesak - 📄 DMCEYMED-50: Vesak Nawaloka Color change - 📄 DMNAWALOKAHARDWARE-22: 1 - L... Indra Mother's day campaign 📄 DMINDRATRADERS-49: 2 IT - Mother's ... Indra mothers day 📄 DMINDRATRADERS-63: 14 IT - Mother'...	TUE 29
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WED 30	OCN labour day (Super urgent) 🔗 DMOCEANEEDS-28: 1 OCN - La... Indra election 🔗 DMINDRATRADERS-51: 4 IT - Elec... Vasan https://weblankan.atlassian.net/browse/DMVASANEYE-55 Vasan Labor Day https://weblankan.atlassian.net/browse/DMVASANEYE-43 Miaow Miaow 3 🔗 DMMIAOWMIAOW-18: 4 - BBQ S... 🔗 DMMIAOWMIAOW-22: 2 - Chick... 🔗 DMMIAOWMIAOW-23: 3 - Cuttle... Rajarata Labour day 🔗 DMRAJARATAHOTEL-44: Rajarat... Miaow Miaow client's changes 🔗 DMMIAOWMIAOW-15: 1 - Avail...	OCN labour day (Super urgent) 🔗 DMOCEANEEDS-28: 1 OCN - Labour ... Indra election 🔗 DMINDRATRADERS-51: 4 IT - Election r... Rajarata Labour day 🔗 DMRAJARATAHOTEL-44: Rajarata Po... Miaow Miaow client's changes 🔗 DMMIAOWMIAOW-15: 1 - Available ... Vasan Labor Day https://weblankan.atlassian.net/browse/DMVASANEYE-43 Vasan https://weblankan.atlassian.net/browse/DMVASANEYE-55 Miaow Miaow 3	WED 30
THU 01	Holiday		
FRI 02 Work Sun 04	Indra mothers day (change the car) 🔗 DMINDRATRADERS-63: 14 IT - Mo... Indra Mother's day campaign redesign 🔗 DMINDRATRADERS-49: 2 IT - Mot... Rajarata GIF 🔗 DMRAJARATAHOTEL-47: Rajarat... Rajarata Mother's Day 🔗 DMRAJARATAHOTEL-48: Rajarat... Rajarata Vesak Poya 🔗 DMRAJARATAHOTEL-49: Rajarat... Rajarata Room Pro. 🔗 DMRAJARATAHOTEL-55: Rajarat ...	Indra mothers day (change the car) 🔗 DMINDRATRADERS-63: 14 IT - Mother'... Indra Mother's day campaign redesign 🔗 DMINDRATRADERS-49: 2 IT - Mother's ... Rajarata GIF 🔗 DMRAJARATAHOTEL-47: Rajarata Po... Rajarata Mother's Day 🔗 DMRAJARATAHOTEL-48: Rajarata Po... Rajarata Vesak Poya 🔗 DMRAJARATAHOTEL-49: Rajarata Po... Rajarata Room Pro. 🔗 DMRAJARATAHOTEL-55: Rajarat Post... Amaloh Vesak	

	Amaloh Vesak DMAMALOHBOUTIQUE-11: Amal... SLHGA Vesak Poya DMSLHGA-50: SLHGA Post 002 - ...	DMAMALOHBOUTIQUE-11: Amaloh P... SLHGA Vesak Poya DMSLHGA-50: SLHGA Post 002 - Vesa...	
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DM 1 - Suvini Dahanayake

	Assigned Tasks	Completed Tasks	
MON 28	1. Ads check 2. May CPs check 3. SDB May CP research	1. Ads check 2. Ceymed post 1 3. April balance CP check 4. Sheers boost 2 5. Sheers post 1 6. May CP check 7. SDB May CP research	
TUE 29	1. Image texts - Ceymed 2. Sheers May CP update on Jira 3. May CPs check 4. April balance contents check 5. Ads check	1. Image texts - Ceymed, palli 1 2. Sheers May CP update on Jira 3. May CPs check 4. April balance contents check 5. Ads check 6. Palli post 2 7. Green angel photo album update 8. Captions - Ceymed 1 9. Ceymed post 2 10. Jira update 11. Update Nawaloka May on Jira	
WED 30	Leave		
THU 01	Leave		
FRI 02	1. Ads check 2. Chamathka plan May CP 3. Check Sey wheel May cp 4. Check IBE May CP 5. Monthly reports - Ceymed, Chamathka, Sexywheel, Nawaloka, Green angel, Palli, Sheers, IBE, SDB	1. Contacts update on Jira 2. Check Sey wheel May cp 3. Check IBE May CP 4. Monthly reports - Nawaloka, Palli, Ceymed, Sexywheel, Sheers, IBE, Chamathka, SDB, Green angel 5. Reports sent - Nawaloka, IBE, Palli, Sexywheels, SDB, Green angel, CHamathka, Sheers, Ceymed 6. Ceymed 1 7. Green angel post 1 8. Green angel boost 1 9. HRIS	

DM 2 - Diduranga Weerasingha

	Assigned Tasks	Completed Tasks	
MON 28	1. PPC Ads Account Check 2. Meta Ad Account Check 3. Dima Tata Yt Ad 4. Siyapatha Follow ups 5. Web Lankan ad 6. Web Lankan ad Script 7. Vasan Google review Follow Up + Publish	1. PPC Ads Account Check 2. Meta Ad Account 3. (Not Received Ad Asset) 4. Siyapatha Follow ups 5. Web Lankan ad 6. Web Lankan ad Script 7. (Not Received)	
TUE 29	1. PPC Ads Account Check 2. Meta Ad Account Check 3. Zhongtong Search Ad 4. Dima Tata Report 5. Dima Tata Campaign Brief Report 6. Dima Tata campaign 7. Vasan Google review response 8. Vasan script follow up	1. PPC Ads Account Check 2. Meta Ad Account 3. Zhongtong Search Ad 4. Dima Tata Report 5. (Couldn't get Initial Campaign plan to create) 6. Dima Tata campaign 7. Vasan Google review response 8. Vasan script follow up	
WED 30	1. PPC Ads Account Check 2. Meta Ad Account 3. Dima Tata Campaign Brief Report 4. Skyline report Submission 5. Homelands report Submission	1. PPC Ads Account Check 2. Meta Ad Account 3. Dima Tata Campaign Brief Report 4. Skyline report Submission 5. Homeland Report Submission	
THU 01	Holiday		
FRI 02	1. PPC Ads Account Check 2. Meta Ad Account 3. Dima Tata Meeting 4. PPC Report 5. Vasan Script follow ups	1. PPC Ads Account Check 2. Meta Ad Account 3. Dima Tata Meeting 4. (Homelands reports Remaining) 5. Vasan Script follow ups 6. Tangerine Google ads KPI Preparation	

	6. Tangerine Google ads KPI Preparation		
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DM 3 - Namadi Perera

	Assigned Tasks	Completed Tasks	
MON 28	1. WL Leads 2. IT Leads 3. Ads check 4. OCN Boosting 1 5. CMS Boosting 1 6. Contrade posting 01 7. Meshmart posting 01 8. Meshmart cp edit 9. OCN Caption 01 10. CMS caption 01 11. OCN image search 12. Jira update 13. OCN content edit 01 14. Unical Posting 01 15. Web Lankan posting 02	1. WL Leads 2. IT Leads 3. Ads check 4. OCN Boosting 1 5. CMS Boosting 1 6. Meshmart cp edit 7. Meshmart posting 01 8. Contrade posting 01 9. OCN content edit 01 10. OCN image search 11. Indra Content 01 12. OCN Caption 01 13. CMS caption 01 14. Jira update 15. Web Lankan posting 02	
TUE 29	1. WL Leads 2. IT Leads 3. Ads check 4. OCN Boosting 1 edit 5. Termss Global Client visit 6. Web Lankan content research 7. Indra caption 01 8. Indra posting 01 9. OCN posting 01 10. Indra boosting 01	1. WL Leads 2. IT Leads 3. Ads check 4. OCN Boosting 1 edit 5. Termss Global Client visit 6. Termss Global email 7. Web Lankan content research 8. OCN posting 01 9. Indra caption 01 10. Indra posting 01 11. Indra boosting 01	
WED 30	1. Termss Global images transfer - on going 2. WL Leads 3. IT Leads 4. Ads check 5. A-Networks posting 04 6. OCN Boosting form 7. Labour day scheduling 8. Nation Trust Bank pitch edit 9. Unical caption 01 10. Indra caption 01 11. OCN & CMS Content 02	1. Termss Global images transfer - on going 2. WL Leads 3. IT Leads 4. A-Networks posting 04 5. OCN Boosting form 6. Labour day scheduling 7. Nation Trust Bank pitch edit 8. Unical caption 01 9. Indra caption 01 10. OCN & CMS Content 02 11. Ads check	

THU 01	Holiday		
FRI 02	1. WL Leads 2. IT Leads Reports 3. IT Report 4. OCN report 5. CMS Report 6. Roofmart report 7. Meshmart report 8. Contrade report 9. Web Lankan report 10. Web Lankan Caption 01 11. Web Lankan posting 01 12. Indra Posting 03 13. Indra Boosting 04 14. Client Update 15. HRIS update	1. WL Leads 2. IT Leads Reports 3. OCN report 4. CMS Report 5. IT Report 6. Roofmart report 7. Meshmart report 8. Contrade report 9. Web Lankan report 10. Web Lankan Caption 01 11. Web Lankan posting 01 12. Indra Posting 03 13. Indra Boosting 04 14. Client Update 15. HRIS update	

DM 4 - Aneesha Ariyaratne

	Assigned Tasks	Completed Tasks	
MON 28	- insights/ captions Check - Vasan inquiries & reviews check - Urgent - DMCEYMED-53: 10. Moth... - June special days research - Abans Solar 2 - Image text & Caption DMABANSSOLAR-41: AS ... DMABANSSOLAR-39: As P... - SR posting 1 - Siyapatha 1 https://weblankan.atlassian.net/browse/DMSIYAPATHAFINANCE-56 - Dimo Google ad https://weblankan.atlassian.net/browse/DMDIMO-3	- Global Care content research - Global Care May CP ppt finalize - insights/ captions Check - Vasan inquiries & reviews check - Urgent - DMCEYMED-53: 10. Mothers d... - June special days research - Dimo Google ad content https://weblankan.atlassian.net/browse/DMDIMO-3 - SR posting 1	
TUE 29	1. Insights/ contents Check	1. insights/ contents Check	
	2. Vasan inquiries and Google reviews check	3. Vasan inquiries and Google reviews check	
	4. Indra Traders Election campaign DMINDRATRADERS-51: 4 I...	3 Indra Traders Election campaign DMINDRATRADERS-51: 4 IT - El...	
	5. Abans Solar 2 - Image text & Caption DMABANSSOLAR-41: AS ... DMABANSSOLAR-39: As P...	DMABANSSOLAR-41: AS Post 011 - So... DMABANSSOLAR-39: As Post 009 - Be...	
	5. Siyapatha 1 https://weblankan.atlassian.net/browse/DMSIYAPATHAFINANCE-56	4. Siyapatha 1 https://weblankan.atlassian.net/browse/DMSIYAPATHAFINANCE-56	
	6. Abans solar Labour day Caption DMABANSSOLAR-43: Ab...	7. Abans solar Labour day Caption DMABANSSOLAR-43: Abans S...	

	7. Web Lankan tiktok idea (Labour day) https://weblankan.atlassian.net/browse/DMWEBLANKAN-38		
	10. Rajarata Vesak Image Text & Caption DMRAJARATAHOTEL-49: Rajarat...	Rajarata Vesak Image Text & Caption DMRAJARATAHOTEL-49: Rajarata Po...	
	13. Siyapatha Caption https://weblankan.atlassian.net/browse/DMSIYAPATHAFINANCE-5	Siyapatha Caption https://weblankan.atlassian.net/browse/DMSIYAPATHAFINANCE-5	
	Checking Jira	Checked Jira	
	Global Care posting 1	Global Care posting 1	
WED 30	Insights/ contents Check		
	Vasan inquiries and Google reviews check		
	Global Care postings 2		
	Global Care scheduling 1		
	SR May CP upload to Jira		
	Global Care May CP sharing with the client		
	Miaow Miaow May CP sharing with the client		
	Indra DMINDRATRADERS-54: 6 IT - Bran...		
	DMINDRATRADERS-61: 12 IF - Bra...		
	DMINDRATRADERS-59: 11 IF - Bra...		
	Opulent Caterers postings 2		
	KZone scheduling 1		
	Miaow Miaow scheduling 1		
	Siyapatha - 1		

	https://weblankan.atlassian.net/browse/DMSIYAPATHAFINANCE-57		
	Opulent Caterers content + caption 1 DMSIYAPATHAFINANCE-57: S...		
	SR scheduling 1		
	Abans Solar Labour Day caption 1		
	Miaow Miaow posting 1		
	LTL scheduling 1		
THU 01	holiday		
FRI 02	Miaow Miaow content 1 + caption 1		
	Vasan inquiries and Google reviews check		
	Reports (8)		
	Abans Solar May CP DMABANSSOLAR-42: Ab...		
	Indra DMINDRATRADERS-56: 8 IT - Bran... DMINDRATRADERS-58: 10 IT - Bra...		
	Abans translation 1		
	HRIS		

DM 5 - Sachethana Abewardhana

	Assigned Tasks	Completed Tasks	
MON 28	1. Ads Check 2. Lead Sheet Update 3. Sancharaka Udawa Photo Upload 4. SLHGA Avrudu Hamuwa Photo Upload 5. Amaloh May CP 6. Globe Glass May CP 7. Innos May CP Update 8. Abans Solar May CP- 9. Innos pOSTING (Linkedin as well) 10. Globe Glass Posting 1 11. Sancharaka Udawa Posting 1	1. Lead Sheet Update - FHAM 2. Ads check - Abans Solar,One Lanka ,Sancharaka Udawa, Rajarata Hotel 3. Jeya Content Plan Sharing with client 4. Innos pOSTING 1 (Linkedin as well) 5. Globe Glass Posting 1 6. One Lanka Posting 1 7. Amloh Boutique May CP 8. Abans Solar May CP- Only Pillers are done client requirement need for complete the may plan 9. Sancharaka Udawa Posting 1 (Not posted pending client approval.) 10. Innos May CP Update - (Pillars are done client requirement didn't received yet) 11. Globe Glass May CP	
TUE 29	1. Ads Check 2. Lead Update 3. Sancharaka Udawa Photo Upload 4. SLHGA Photo Select & Upload 5. Assign works in Jira	1. Ads Check - Rajarata Hotel,Abans solar,One Lanka, Sancharaka Udawa 2. Lead Sheet Update - FHAM 3. Assign world in Jira One Lanka Tours Rajarata Hotel Amaloh Boutique Globe Glass SLHGA JEYA Book 4. Globe Glass Posting 1 5. Globe Glass Caption 1 6. Sancharaka Udawa Caption 7. Sancharaka Udawa Photo Upload 8. SLHGA Photos select & share with client 9. Innos Caption 1 10. Rajarata Caption 1 11. Jeya May CP Revised	
WED 30	1. Ads Check 2. Lead Sheet Update 3. Labour Day Post Schedule 4. Rajarata Boosting KPI 5. SLHGA Boosting KPI 6. One Lanka monthly report 7. SLHGA monthly report 8. Innos Monthly Report	1. Ads Check - Rajarata Hotel,One Lanka,sancharaka udawa, abans solar 2. Lead sheet update - FHAM 3. Rajarata Posting 1 4. Labour Day Post Schedule Innos One Lanka	

	9. Globe Glass Monthly Report 10. Rajarata Posting 1	Rajarata Hotel Abans solar 5. SLHSLHGA Boosting KPI 6. Sancharaka Udawa Posting	
THU 01	Holiday		
FRI 02	1. Ads Check 2. Lead Sheet Update 3. Monthly Reports Abans Solar Rajarata Hotel Globe Glass Sancharaka Udawa FHAM 4. SLHGA Photo album upload 5. Sancharaka Udawa Posting 1 6. Abans Solar May CP 7. Client Update 8. HRIS	1. Ads check - Sancharaka Udawa, Rajarata Hotel 2. Lead Sheet Update - FHAM (Campaign Complete) 3. Monthly Reports - Rajarata Hotel Abans Solar Globe Glass 4. SLHGA Photo album upload 5. Sancharaka Udawa Posting 1 6. Sancharaka Udawa Boosting audiences 7. HRIS Update 8. Abans Solar Posting (FB,IG,Linkdien)	

Naveen

	Assigned Tasks	Completed Tasks	
MON 28	Meshmart revision DMMESHMART-18: 6 Mes... Vesak - DMGREENANGLES-39: Ve... Global Care Labour Day DM-42: Cover DM-50: 1 - Labour Day DM-45: 3 - Zero Hazards SR DMSRSTEEL-13: 1 - Burj Kh... Abans Solar Urgent DMABANSSOLAR-43: Ab... Sancharaka Udaw CHANGES DMCDCSANCHARAKAU... Sancharaka Udawa Footer update DMCDCSANCHARAKAU...	Meshmart revision DMMESHMART-18: 6 Meshmart - Chain Link ... Vesak - DMGREENANGLES-39: Vesak Sancharaka Udaw CHANGES DMCDCSANCHARAKAUDAWA-13: 1 Sanch... Abans Solar Urgent DMABANSSOLAR-43: Abans Solar Post 001 - ... Global Care Labour Day DM-42: Cover DM-50: 1 - Labour Day	Meshmart DMMES Vesak - DMGRE SR DMSRST DMSRST DMSRST K Zone DMKZO DMKZO DMKZO DMKZO FHAM 1 DMCDO
TUE 29	Abans Solar 1 DMABANSSOLAR-41: AS ... Global Care DM-45: 3 - Zero Hazards DM-46: 4 - Mom's cleanin... DM-47: 5 - Surface Cleaner DM-48: 6 - Washing liquid K Zone DMKZONE-35: 6 - Vesak - Half way done	Global Care DM-45: 3 - Zero Hazards DM-46: 4 - Mom's cleaning hacks DM-47: 5 - Surface Cleaner Abans Solar 1 DMABANSSOLAR-41: AS Post 011 - Solar Ser...	

WED 30	Abans Solar Labour Day Changes ☞ DMABANSSOLAR-43: Ab... Abans Solar Video 1 ☞ DMABANSSOLAR-35: AS ... FHAM 1 ☞ DMCDCFHAM-9: FHAM 0... Global Care client changes ☞ DM-45: 3 - Zero Hazards ☞ DM-48: 6 - Washing liquid KZone ☞ DMKZONE-38: 2 - Burger ... ☞ DMKZONE-39: 8 - Softlogic ☞ DMKZONE-40: 9 - Dash & ... ☞ DMKZONE-41: 10 - Royal ... Sancharaka Udawa Sponsor Post ☞ DMCDCSANCHARAKAU...	K Zone ☞ DMKZONE-35: 6 - Vesak - Half way done Abans Solar Labour Day Changes ☞ DMABANSSOLAR-43: Abans Solar Post 001 - ... Global Care client changes ☞ DM-45: 3 - Zero Hazards Sancharaka Udawa Sponsor Post ☞ DMCDCSANCHARAKAUDAWA-28: 10 Sanc...	
THU 01			
FRI 02	KZone ☞ DMKZONE-38: 2 - Burger ... ☞ DMKZONE-39: 8 - Softlogic ☞ DMKZONE-40: 9 - Dash & ... ☞ DMKZONE-41: 10 - Royal ... SR ☞ DMSRSTEEL-16: 4 - SR Ste... ☞ DMSRSTEEL-21: 2 - SR STEE... Green angel - 2 Green angel 1 - Preschool ☞ DMGREENANGLES-41: 3. ... Green angel - English Hub ☞ DMGREENANGLES-40: 2. ...	Global Care client changes ☞ DM-48: 6 - Washing liquid Green angel - 2 Green angel - English Hub ☞ DMGREENANGLES-40: 2. English Hub Green angel 1 - Preschool ☞ DMGREENANGLES-41: 3. Pre-school	

