



Meeting Minutes of Aquaponics Farm

Date: 18th January, 2020

Time: 3.30 PM

Venue: Smart Corporate Head Office.

Participants:

1. Mohd. Mazharul Islam, Chairman, Smart Technologies BD Ltd.
2. Mr. Sadik, Agro Automation Consultant
3. Tasnuva Khan, Senior Executive, Human Resource Department

Agenda 1: Establishment of the Aquaponics farm:	According to the proposed design of Mr. Sadik an Aquaponics farm would be set up. This would be an initial research project and based on the effectiveness of the farm commercial utilization would be decided later on.
Agenda 2: Spot Selection:	To set up the aquaponics farm the front side plot of Rupganj, Naryanganj dairy farm would be used to secure the bio security of both of the dairy and aquaponics farms.
Agenda 3: Documentation checking and operation procedure:	The design and the presentation details would be shared to the Chairman of Smart Technologies BD ltd. by Mr. Sadik. If required the Chairman would ask for some clarifications or opinions about the design including the overall set up. Mr. Maruf will be responsible for the procurement of necessary arrangements and Ms. Tasnuva will take care the project coordination and both of them will report to the Chairman for final decision. The existing manpower of the dairy farm will be utilized in the aquaponics farm operation and a project team would be set up during establishment of the farm.
Agenda 4: Written agreement:	After finalizing the design and technical details a written agreement will be signed between Mr. Sadik and Smart Technologies BD. Ltd.
Agenda 5: Estimated completion time:	A tentative date is set up for the construction completion of the aquaponics farm which is the mid of March, 2020.

The next meeting would be called upon further decision of the Chairman of Smart Technologies Bd Ltd.