

BB2SJ Aquaponics Pilot Plant

Phase 1 Part 7.

Media, Record & Documentation

Item	Scope of Work
7.0	<p>To design and implement an effective data achieving system for the every phase (design & implementation) of BB2SJ Aquaponics Pilot Plant. Bearing in mind the main objective of such achieving is to facilitation continual improvement by providing accurate data for relevant activities & operating parameters.</p> <p>Your scope of work shall include followings:</p> <ul style="list-style-type: none">• Design a format for record keeping, including cataloging videos, pictures, design drawings, system parameters, progress, etc.• You shall liaise with other team member to develop tables, chats, forms whichever relevant for effective update of progress & data.• You shall made such achieve easily accessible to all team members.
7.1	To present & obtain approval from officers on overall procedure
7.2	Implementation (From day 1)
7.3	To interact and liaising with other project team members to monitor & to propose improvement or modifications.

- *Please refer to Master Program for timing of execution for each phase.*
- *Refer next page for reference:*

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Weekly Progress Report

Item	Date	Progress	Remarks
1.	19 th August 2017	Introduction to BB2SJ Aquaponics Pilot Project	
2.	26 th August 2017	Detail Briefing & Recruitment of Project Team Members	
3.			