MONTANA WILDLIFE AND TRANSPORTATION

DATA AND INFORMATION WORKGROUP

9:00am – 1:00pm, Thursday, December 9th, 2021

Join Zoom Meeting

https://mt-gov.zoom.us/j/84088605949?pwd=VWJlSXNINWhZY3JDZEJaTlFaWGF2dz09

Meeting ID: 840 8860 5949 Password: 401672

Dial by Telephone +1 646 558 8656 or +1 406 444 9999

Purpose: Debrief on presentation to the Steering Committee on December 7th, review the revised write-ups for the story map, review and discuss the revised datasets and limitations and data needs/data gaps documents, discuss potential initial uses of the tool, determine next steps and timeline based on SC guidance, and coordinate work for December and January milestone tasks.

Objectives:

- Debrief on SC presentation and feedback received
- Review and finalize revised storymap write-ups
- Review AJ's revised datasets and limitations and data needs/data gaps documents
- Determine next steps and revisit timeline based on guidance from the SC
- Discuss potential initial uses and of the tool
- Coordinate work for December and January milestone tasks

Invitees:

- D&I Work Group: Andrew Jakes (MSWP), Liz Fairbanks (MSWP), Gabe Priebe (MDT), Paul Sturm (MDT), Brian Andersen (MDT), Adam Messer (FWP), Justin Gude (FWP)
- Planning and Implementation Team (PIT Crew): Deb Wambach (MDT), Barb Beck (FWP), Hannah Jaicks (MSWP), Nick Clarke (MSWP), Brooke Shifrin (MSWP)

Agenda:

1. Introduction

2. Debrief on presentation to the Committee on December 7th
    a. Document guidance received from SC including answers to D&I questions provided to the SC
    b. Discuss next steps, timelines, and roles and responsibilities for production and roll-out

Outcome: Discuss guidance received and document feedback from the SC on the product and the questions posed at the December 7th meeting. Determine next steps, timelines, and leads for production and roll-out of the product.

3. Review and finalize the revised draft write-ups for the story map
    a. Review and discuss the revised write-ups prepared by members
    b. Confirm consistency in content, style, and presentation
    c. Make any last revisions, finalize, and provide to Brian for production.

Outcome: Group will finalize storymap write-ups and provide to Brian for production.

4. Review AJ's revised datasets and limitations and data needs/data gaps documents
    a. Review and discuss the revised documents
    b. Determine any needed revisions and best layout for this information
    c. Identify leads for any remaining items associated with these tasks
    d. Determine how these documents are to be incorporated into product documentation and guidance

Outcome: Group will identify next steps, leads, and timeframe for finalization of data limitations and data needs/data gaps documentation.

5. Determine next steps and revisit timeline based on guidance from the SC
    a. Group will identify next steps and timeframe for finalization of the write-ups, data clean-up/organization, metadata analysis, application migration, base layers, display, etc.
    b. Brian to report on progress made in data cleanup/organization, simplifying, and making metadata user-friendly
    c. Brian and Adam will lead discussion and make recommendations for classifying and naming the data. Group will agree on naming and classification strategy.
    d. Group to identify next steps, leads, and timeframe for finalization of:
        i. Write-up revisions
        ii. Data clean-up and organization
        iii. Metadata analysis and user-friendly display
        iv. Base layers
        v. Product display options
        vi. Other related items

Outcome: Group will identify next steps, leads, and timeframe for finalization of data clean-up, organization, and display items.

6. Group will initiate discussion about potential uses and limitations of the product
    a. Group will discuss and document initial ideas for:
        i. How the product should be used/should not be used
        ii. Developing and displaying guidance for users
        iii. Potential uses of the product - working through the draft potential uses document from Teams (PS)
        iv. What can/should be made public and what can/should not
    b. Group will document preliminary recommendations for the Committee

Outcome: Group will discuss potential uses and limitations of the product and document initial recommendations for consideration by the Committee

7. Review the latest (October) tasks and timeline document, make revisions as needed based on SC feedback, and coordinate the work for the December/January milestone tasks
    a. Final draft spreadsheet of all criteria and datasets (AM, BA) - October
    b. Refine application to include all components (AM, BA) - October

c. *Document all datasets and limitations (AJ) - November*
d. *Document data needs and gaps (AJ) - November*
e. *Clean up naming and metadata (back) and create story map documentation (front) (BA, AM TBD) – November*
f. *Present draft final product to Committee on December 7th (All) – December*
g. Draft list of initial intended uses for the product (e.g. Committee/public) (PS) – December
h. Methodology write-up (JG, AM, BA) – January 2022
i. Beta test with MDT, FWP, and MSWP staff (AM, BA, ALL) – January/February

Outcome: Group will determine if any items remain unfinished from October and November and make a plan to finish them. Group will revise timeline and tasks documented as needed based on SC feedback. Group will coordinate and make progress on December/January milestone tasks, make plans and identify others to assist in completion of those tasks, and begin planning for beta-testing within member entities.

8. Next Meeting
    a. What does the group want to accomplish at the January 27 meeting?
    b. What is the group's homework between now and January 27? Will that be accomplished individually, in small groups, or some other way?
    c. Outcome: Agreement on next steps and agenda for next meeting

9. Close by 1:00 pm