MONTANA WILDLIFE AND TRANSPORTATION

DATA AND INFORMATION WORKGROUP

9:00am – 1:00pm, Thursday, January 13th, 2022

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: Formulate recommendations to the Steering Committee on purposes of the product, intended uses, and how the product may fit into the overall processes for project selection/identification, review the status of the tool and identify remaining clean-up and production items, define beta testing parameters and directed feedback questions, coordinate January and February milestone tasks.

Objectives:

- Provide recommendations/guidance for the SC in advance of their 1/19 working meeting pertaining to the purpose of the product, initial intended uses, how product fits into project selection
- Review AJ's revised datasets and limitations and data needs/data gaps documents
- Begin discussing beta testing parameters and questions for directed feedback
- Coordinate work for January and February milestone tasks

Invitees:

- D&I Work Group: Andrew Jakes (MSWP), Liz Fairbank (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), Nick Clarke (MSWP), Brooke Shifrin (MSWP)

Agenda:

1. Introduction

2. Recommendations to the SC
    a. Group will review and discuss a strawman from Liz and Andrew for how the D&I product should be / should not be used in project selection and initial intended uses (PS document)
    b. Group will make recommendations addressing their questions posed to the SC at the December 7th meeting
    c. Group will document recommendations and provide guidance for the SC in advance of their January 19th working meeting

Outcome: Formulate and document recommendations to the SC for their January 19th working meeting

3. 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.

4. Begin planning for beta testing of the mapping tool
    a. Review and identify remaining clean-up and production tasks for the tool
        i. Data clean-up and organization
        ii. Metadata analysis and user-friendly display
        iii. Base layers
        iv. Product display options
        v. Instructions vs. guidance for use
        vi. Access permissions or sign-on terms of use
        vii. Other related items
    b. Identify who are the beta testers
    c. Determine approach for and develop instructions and guidance for beta-test (use)
    d. Formulate and document questions for directed feedback in several categories
        i. Entity specific
        ii. Steering Committee
        iii. GIS
        iv. D&I

Outcome: Determine leads and next steps for preparation of the beta-testing roll out

5. Review and update the latest (December) tasks and timeline document, coordinate the work for the January/February milestone tasks
    a. Clean up naming and metadata (back) and create story map documentation (front)
    b. (BA, AM TBD) – November
    c. Present draft final product to Committee on December 7th (All) – December
    d. Draft list of initial intended uses for the product (e.g. Committee/public) (PS) – December
    e. Develop guide on intended uses and instructions on how to use product (LF, AM, BA) – January - March
    f. Methodology write-up (JG, AM, BA) – January - March
    g. Beta test with MDT, FWP, and MSWP staff (AM, BA, ALL) – February/March

Outcome: Group will determine if any items remain unfinished from November/December and make a plan to finish them. Group will coordinate and make progress on December/January milestone tasks, and work towards February/March beta-testing within member entities.

6. Next Meeting
    a. Does group need to meet sooner than next scheduled meeting **February 24**?
    b. What does the group want to accomplish at the **next** meeting?
    c. What is the group's homework between now and **next** meeting? Will that be accomplished individually, in small groups, or some other way?

Outcome: Agree on next steps and agenda for next meeting

7. Close by 1:00 pm