MONTANA WILDLIFE AND TRANSPORTATION

DATA AND INFORMATION WORKGROUP

9:00am – 1:00pm, Thursday, February 24th, 2022

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 from PIT Crew on work of the SC, review revised datasets and limitations document, plan for beta testing of the mapping tool, coordinate and update January and February milestone tasks.

Objectives:

- Understand the progress of the SC and how the DI mapping tool fits into their work
- Review AJ's revised datasets and limitations and data needs/data gaps documents
- Begin defining 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), Linnaea Schroeer (FWP)

Agenda:

1. Introduction

2. Pit Crew to provide a debrief on latest SC meetings and work progress
    a. Discuss SC review of the DI Recommendations
    b. Discuss how the SC envisions the tool informing project identification and project selection
    c. Discuss current SC recommendations for the beta testing of the tool

Outcome: Group will understand how the SC incorporated the DI Recommendations into their current work, how they envision the tool fits into the project identification and selection process, and the SC recommendations for roll out of the tool into beta testing

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/January) 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) (BA, AM TBD) – November
    b. Develop guide on intended uses and instructions on how to use product (LF, AM, BA) – January - March
    c. Methodology write-up (JG, AM, BA) – January - March
    d. Beta test with MDT, FWP, and MSWP staff (AM, BA, ALL) – February/March

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

6. Next Meeting
    a. Does group need to meet sooner than next scheduled meeting **March 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