# MONTANA WILDLIFE AND TRANSPORTATION

DATA AND INFORMATION WORKGROUP

1:00pm – 5:00pm, Monday, March 14th, 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:** Finalize beta testing preparation, the beta testing instructions, survey questions and form, and beta tester list; review the PIT Crew edits to the Tool Description for the website landing page and the Story Map Write-Ups for the NAC Maps, determine progress and next steps for methodology write-up, review AJ's revised datasets and limitations document.

Objectives:

- Finalize the beta testing instructions, survey questions and form, beta tester list, webinar/roll out, other related items and set date(s) for beta testing
- Review and finalize the Tool Description and review the Story Map Write-Ups and determine next steps and timeframe for finalization.
- Determine progress and next steps for methodology write-up
- Review AJ's revised datasets and limitations and data needs/data gaps documents and determine next steps for revision or finalization
- Coordinate work for February – April 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 Phases and Intended Uses document
    b. Discuss how the SC envisions the tool informing project identification and project selection
    c. Discuss any SC input received for the beta testers list and questions for the beta testing from each entity

Outcome: Group will understand how the SC incorporated the DI Phases and Intended Uses 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. Finalize beta testing preparations and determine next steps
    a. Review and discuss draft survey questions and form provided via email link by BA

https://forms.office.com/g/KyKUGnPx80

b. Review and discuss proposed beta tester lists to determine final list of testers
c. Draft and/or finalize instructions for beta testing and determine method to roll-out beta testing within each organization (webinar, email, meeting, other?). Ensure common messaging among each entity and testers
d. Review and identify remaining clean-up and production tasks for the tool (AM and BA)
    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

Outcome: Finalize the beta testing preparation or determine leads and next steps for remaining and related items. Agree on the instructions and method for introduction and roll-out. Set a planned date for beta testing roll-out and completion.

4. Review and discuss the PIT Crew edits Tool Description for the website landing page
    a. PIT Crew will walk DI Group through the proposed revisions
    b. Agree on proposed changes in style and content or make additional revisions
    c. Work to finalize this document or determine next steps and date for completion
    d. BA to upload to web page when final

Outcome: Agree on style and content of tool description for the landing page. Work to finalize the document and determine next steps for upload to website. This needs to be completed prior to beta testing.

5. Review and discuss the PIT Crew edits to the Story-Map Write-Ups and NAC details document
    a. PIT Crew will walk DI Group through the proposed revisions
    b. Agree on proposed changes in style and content or make additional revisions
    c. Identify leads and next steps for document revisions and set a date for completion
        i. Story map write-ups
        ii. NAC details
    d. BA to upload story map write-ups to web page when final

Outcome: Agree on style and content of story map write-ups for the tool. Work to finalize the story map write-ups and determine next steps for upload to the tool. This needs to be completed prior to beta testing. Determine leads and next steps for remaining document revisions.

6. Review BA and AM progress on methodology write-ups
    a. Discuss how SC feedback on Phases and Intended Uses informs additions or revisions to the methodology write-up
    b. Determine next steps and timeline for finalization of methodology write-up. Does this need to be done prior to beta testing?

Outcome: Review and determine next steps and timeframe for finalization of methodology write-up

7. 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
    e. Determine leads and timeline for finalization of datasets and limitations documentation. Does this need to be done prior to beta testing?

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

8. Review and update the latest (February 2022) tasks and timeline document, coordinate the work for the January/February/March 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. Present via webinar and beta-test product within organizations MDT, FWP, and MSWP staff (AM, BA, ALL) – February/March
    **e. Other outstanding related items not specifically identified in tasks and timeline that need to be completed prior to beta testing?**
    **f. Other outstanding related items not specifically identified in tasks and timeline that need to be added to the document or otherwise identified?**

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

9. Next Meeting
    a. Does group need to meet sooner than next scheduled meeting **April 28**?
    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

10. Close by 1:00 pm