

MONTANA WILDLIFE AND TRANSPORTATION

DATA AND INFORMATION WORKGROUP

9:00am – 1:00pm, Thursday, November 18th, 2021

Join Zoom Meeting

<https://mt-gov.zoom.us/j/84088605949?pwd=VWJISXNINWhZY3JDZEJaTIFaWGF2dz09>

Meeting ID: 840 8860 5949 Password: 401672

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

Purpose: Prepare for presentation to the Steering Committee on December 7th, review the draft write-ups for the story map, initiate discussion about potential uses and limitations of the product, and coordinate work for November and December milestone tasks.

Objectives:

- Prepare for presentation to the Committee on December 7th
- Review and identify needed revisions for the draft write-ups for the story map
- Identify next steps and timeframe for finalization of data clean-up and organization
- Initiate discussion about the purpose and limitations of the product
- Coordinate work for the November and December 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. Prepare for presentation to the Committee on December 7th, including documenting recommendations and questions seeking guidance from the Committee
 - a. Consider and prepare different options for display (e.g. top 10, top 5% statewide, top 5% by district/region, summary map display, other)
 - b. Formulate recommendations for which layers/types of layers should be included as base layers in the tool
 - c. Discuss timelines, roles and responsibilities, next steps for production and roll-out
 - d. Determine and document recommendations for deliberation by the Committee
 - e. Determine and document “asks” for guidance or additional input from the Committee

Outcome: Finalize preparations for the presentation of the draft product to the Committee on December 7th, including the identification of any remaining items and leads for completion of those items prior to the meeting.

3. Review the draft write-ups for the story map
 - a. Review and discuss the draft write-ups prepared by members

- b. Determine preferred level of detail, style, and other items to ensure appropriate content and consistency
- c. Discuss and agree on any needed revisions

Outcome: Group will agree on preferred level of detail, style and other items to ensure appropriate content and consistency of write-ups and determine any needed revisions.

- 4. 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.
 - a. Brian to report on progress made in data cleanup/organization, simplifying, and making metadata user-friendly
 - b. Brian and Adam will lead discussion and make recommendations for classifying and naming the data. Group will agree on naming and classification strategy.
 - c. 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.

- 5. 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

- 6. Review the revised tasks and timeline document and coordinate the work for the November/December 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

Outcome: Group will determine if any items remain unfinished from October and make a plan to finish them. Group will coordinate and make progress on November/December milestone tasks, make plans and identify others to assist in completion of those tasks, and begin planning for January milestone tasks

7. Next Meeting

- a. What does the group want to accomplish at the December 9 meeting?
- b. What is the group's homework between now and December 9? Will that be accomplished individually, in small groups, or some other way?
- c. Outcome: Agreement on next steps and agenda for next meeting

8. Close by 1:00 pm