

MONTANA WILDLIFE AND TRANSPORTATION

DATA AND INFORMATION WORKGROUP

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

<https://mt-gov.zoom.us/j/84088605949?pwd=VWJlSXNlNWhZy3JDZEJaTlFaWGF2dz09>

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