

# CaribData Activities Report\_March-2025

Tuesday, 25 March 2025 5:35 pm

No	Task	Times performed	Activities / "Deliverables"
1	Weekly meetings with AngryHealth consultant re technologies for CaribData	3 times	<ol style="list-style-type: none"><li>1. Installation of learning management system on our server</li><li>2. Creating subdomain on caribdata.org for above system</li><li>3. Securing of above system</li><li>4. Configuring outgoing mail for above system</li><li>5. Customizing them of above system with CaribData logos</li><li>6. Creation of draft CaribData process wireframes to show:<ol style="list-style-type: none"><li>a. Past + current software / tech</li><li>b. Future software / tech</li></ol></li><li>7. Creation of website sitemap</li></ol>
2	Weekly meetings with vendor re CaribData software	2 times	<ol style="list-style-type: none"><li>1. Testing of operations management software</li><li>2. Documented top criteria for the operations software, as noted below:<ol style="list-style-type: none"><li>a. Sustainability</li><li>b. Security + Compliance</li><li>c. Costing</li><li>d. Uses</li></ol></li><li>3. Acted as liaison for request from CaribData project assistant (PA) re use of AI section of operations management software - to train PA on this in next couple of months</li><li>4. Researching owners of domains as requested by AngryHealth consultant</li></ol>
3	Weekly meetings with Guyana team re REDCap training	2 times	<ol style="list-style-type: none"><li>1. Finalizing pre-training assessment survey</li><li>2. Based on Guyana's feedback from meetings, the below was performed:<ol style="list-style-type: none"><li>a. Creating and sharing training outline for admin and data producers</li><li>b. Creating and demonstrating survey design tool</li><li>c. Reviewing tracking workflow protocols for REDCap</li><li>d. Reviewing an example workflow as a training deliverable</li><li>e. Reviewing selected admin training topics</li></ol></li></ol>
4	Weekly meetings with CaribData internal team	4 times	Reported to team the progress with above meetings and deliverables
5	REDCap support - monitoring system functionality	Several times / week	This is ongoing checks that are done several times a week to ensure the system is working appropriately. (When issues are noted the server hosts are contacted immediately via the live chat feature and issues are resolved.)
6	REDCap upgrade	1 time	Performed on both the development and production servers.
7	Following up on unpaid payments from previous contract	Several times	Payment from contract 1 remains unpaid: <ul style="list-style-type: none"><li>• Contract period: 01 October 2023 to 30 September 2024</li><li>• Payments: final 2 payments still not issued by the UWI</li></ul> Several emails between myself, the CaribData project lead and Bursary have been conducted throughout this month.