

# CaribData Activities Report\_April-2025

Monday, 31 March 2025 5:12 pm

No	Task	Times performed	Activities / "Deliverables"
1	Weekly meetings with AngryHealth consultant re technologies for CaribData	2 times	<ol style="list-style-type: none"> <li>1. Assisted with NSO training course Beta event.</li> <li>2. Updated 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>3. Updated website sitemap</li> <li>4. Above wireframes were finalized and circulated to vendors</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 - managing tasks in the Task section and using the Calendar section; provided testing feedback to the vendor</li> <li>2. Liaising with team and providing feedback to the vendor re promo video</li> </ol>
3	Weekly meetings with Guyana team re REDCap training	2 times	<ol style="list-style-type: none"> <li>1. Built introduction and module 1 for course 1 in Moodle</li> <li>2. Demo of Moodle and the REDCap User (course 1) training course</li> <li>3. Confirmation of modules to be covered in course 1 (REDCap User)</li> <li>4. Confirmed workflow diagram submitted by the Guyana team - to be used as a deliverable in course 2 (REDCap Admin)</li> <li>5. Developed training materials for 8 of 12 modules for course 1</li> <li>6. Assisted Guyana team with attending NSO Beta training event.</li> </ol>
4	Weekly meetings with CaribData internal team	2 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	<p>Payment from contract 1 remains unpaid:</p> <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> <p>Several emails between myself, the CaribData project lead and Bursary have been conducted throughout this month.</p>