CaribData Activities Report_May-2025

Monday, 19 May 2025   7:45 am

No	Task	Times performed	Activities / "Deliverables"
1	Weekly meetings with AngryHealth consultant re technologies for CaribData	3 times	1. Assisted with adding users to OpsHub. 2. Assisted with justification for direct contracting process by performing technical needs assessment. 3. Created detailed versions of CaribData to-be wireframe and web sitemap to show. 4. Created network graphic.
2	Weekly meetings with vendor re CaribData software	3 times	1. Adding user to operations management software - provided feedback to the vendor 2. Assisted with providing feedback to the vendor re promo video. 3. Participated in meetings with avatar vendor.
3	Weekly meetings with Guyana team re REDCap training	1 time	1. Completed 12-module REDCap training course to include both user and admin. 2. Sent handover presentation recording and guidance to Guyana team. 3. Admin team to first take the course. 4. Shared Moodle intro video clips with Guyana team for circulation to their users.
4	Weekly meetings with CaribData internal team	3 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.