

CaribData Activities Report_Jun-2025

Tuesday, 3 June 2025 4:39 pm

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. Created technical specs document for justification for direct contracting process. 3. Testing alternative applications for OpsHub.
2	Weekly meetings with vendor re CaribData software	3 times	1. Provided feedback to the vendor re testing OpbHub platform.
3	Weekly meetings with Guyana team re REDCap training	1 time	1. Moodle user accounts created for REDCap Admin Guyana team. 2. Focal point contacted re Moodle upgrade and offer to provide feedback. 3. Training report drafted.
4	Weekly meetings with CaribData internal team	3 times	<i>Reported to team the progress with above meetings and deliverables</i>
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	2 times	Performed on both the development and production servers.
7	Moodle support - monitoring system functionality	Once / 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.)
8	Moodle upgrade	2 times	Performed on the development server.
9	Moodle plugins page issue	1 time	Researched, identified issue and liaised with server hosts to resolve this.