

CaribData Activities Report_Jul-2025

Monday, 16 June 2025 9:52 am

No	Task	Times performed	Activities / "Deliverables"
1	Weekly meetings with AngryHealth consultant re technologies for CaribData	2 times	1. Reviewed possible software for OpsHub. 2. Provided feedback and suggestions for tech use in CaribData.
2	Weekly meetings with vendor re CaribData software	1 time	1. Reviewed notes and recording from the meeting and provided feedback on points discussed.
3	Weekly meetings re data science for CaribData	3 times	1. Reviewed and provided feedback for data pipeline graphic and steps. 2. Reviewed scope of work for the vendors. 3. Assisted with feedback on MVP options.
4	Weekly meetings with Guyana team re REDCap training	1 time	1. Scheduled multiple meetings and provided email updates. 2. Draft training report updated. 3. Provided suggestions to Guyana team on launch of REDCap course to their userbase via promo video and practical sessions at launch.
5	Weekly meetings with CaribData internal team	3 times	1. Reported to team the progress with above meetings and deliverables and caught up via recordings and summaries when unable to attend.
6	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.)
7	REDCap upgrade	2 times	Performed on both the development and production servers.
8	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.)
9	Moodle upgrade	1 time	Performed on the development server.