CaribData Activities Report_Aug-2025

Thursday, 17 July 2025   1:43 pm

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. Liaised with AH intern for Moodle platform and storytelling course testing. 3. Converted Data Storytelling pilot module into Moodle course based on document supplied by AngryHealth.
2	Weekly meetings with vendor re CaribData software	1 time	1. Attended and 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 MVP. 2. Researched and assisted with launch of CaribData docs website.
4	Weekly meetings with Guyana team re REDCap training	Email	1. Draft training report updated. 2. Completed course updates based on feedback from Guyana team. 3. Created transcript for promo video, created and edited the promo video to include the appropriate logos; emailed to Guyana and IDB teams for approval. 4. Created orientation video using Maya avatar instead of Evangeline avatar; emailed to Guyana and IDB teams for approval. 5. Emailed IDB verbiage to IDB team for approval. 6. Created CaribData, IDB, UWI combined logo but awaiting approval due to Moodle structure limiting logo placement.
5	Weekly meetings with CaribData internal team	2 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.) • Created process for upcoming major change to projects in development mode. • Emailed active users the process and additional help information.
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.
10	Moodle updates	2 times	1. Added intro to Moodle videos on the login page. 2. Disabled guest login. 3. Created 1 new user accounts. 4. Completed user-feedback updates to Moodle. 5. Researched alternative Moodle themes. 6. Researched Moodle logo placement strategies.
11	Website support	2 times	1. Researched and assisted with launch of CaribData docs website. 2. Researched and contacted server providers re providing a redirect from current website to documentations website (best possible solution to avoid interruption of services to REDCap which is a subdirectory of the main website)