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**Agenda**
**CaribData Meeting**
5 March, 2025, 12:00pm AST held virtually

</div>

1. **Acceptance of the Minutes of previous meeting [N/A]**

2. **Actions from Previous Meetings [N/A]**

3. **Items Not Covered in Agenda**

   - CaribData Operating Model

   - CaribData Management System/Platform

4. **Team**

5. **Finances**

6. **Deliverables**

   - **1. Communication Framework**

     i. Data Process

     ii. Storytelling

     iii. Website

     iv. Ecosystem/CRM/Marketing

   - **2. Training**

     i. Course Structure

     ii. Content

     iii. Delivery Platform

     iv. Beta Release

     v. Pilot Release

   - **3. Datathon**

   - **4. Business Model**

   - **5. Evaluation**

7. **AOB**

8. **Date of Next Meeting**

## Agenda
## CaribData Meeting

12  March, 2025, 12:00pm AST held virtually

1. **Acceptance of the Minutes of previous meeting [N/A]**

2. **Actions from Previous Meetings [If not covered in Agenda]**

3. **Items Not Covered in Agenda**
   - Transitioning to COGS operational model [CH/JC]

4. **Team [CH]**
   - Update on Responsibilities [CH]

5. **Finances [IH, SJ, CH]**
   - Marketing/IT pots [SJ]

6. **Deliverables**
   A. Communication Framework
      a. March Story [IH/RS/CH/SO]
      b. Data Process
         i. identify/curate relevant regional data resources [IH/GH]
         ii. Cape Fear Collective Meetings [CH]
      c. Website integration [JC/CH]
   B. Training
      a. 1st Draft of full Course [CH/SO/AY]

7. **AOB**

8. **Date of Next Meeting**

# Agenda
## CaribData Meeting

19 March, 2025, 12:00pm AST held virtually

1. **Acceptance of the Minutes of previous meeting [N/A]**

2. **Actions from Previous Meetings [If not covered in Agenda]**

3. **Items Not Covered in Agenda**
   - Review Operational Wireframes [JC/RAS]
4. **Team [CH]**
   - Redistribution/Reorganisation of Work/Roles [CH]

5. **Finances [IH, SJ, CH]**
   - UWI Payment Delays [CH/IH]
   - ThinkEngine: Marketing/IT pots [SJ]
6. **Operations**
   - COGS/Glide update [CH/JC]
   - Marketing: Promo Video [CH]
7. **Deliverables**
   A. Communication Framework
      a. March Story [IH/RS/CH/SO]
      b. Website integration [JC/CH]
   B. Training
      a. Beta Course Development [CH/SO/AY]

8. **AOB**

9. **Date of Next Meeting**

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**Agenda**

**CaribData Meeting**

26 March, 2025, 12:00pm AST held virtually

</div>

1. **Apologies**

2. **Acceptance of the Minutes of previous meeting**

3. **Actions from Previous Meetings**

4. **Items Not Covered in Agenda**

5. **Team**

6. **Finances**

   - Update on UWI Payment Delays [CH/IH]

   - IDB: Public Awareness Fund [SJ]

   - IDB server & IT mgmt services:

        i. Glide

        ii. COGS mgmt

        iii. database/avatar mgmt

7. **Operations**

   - Wireframes:

        i. Timeline GANNT [in PPT - CH]

        ii. Process

             • now [JC]

             • future [JC]

   - CaribData OpsHub [COGS/Glide] update [CH/JC]

        **i.** Task Management

        **ii.** Document Store/Sharing

        **iii.** CRM/Contacts Database

   - Marketing: Promo Video [CH]

        **i.** Initial Draft

8. **Deliverables**

   A. **Communication Framework**

      - March Story [IH/RS/CH/SO]

      - Story Pipeline/IH's EXCEL sheet [RS/IH]

- Checklists [RS]
- Channels
    i. Website integration [JC/CH]
        - Website maps: JC: Will these have pre-set option for story of the month and for user's datasets?
    ii. LinkedIn [RS]
    iii. YouTube?

**B. Training**
- Beta Test [CH/SO/AY]

**C. Datathon**
- Fake data?

**D. Business Model**
    **a.** Cape Fear Collective
    **b.** Brunswick Public Health Dept

**E. Evaluation**

9. **AOB**

10. **Date of Next Meeting**

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**Agenda**

**CaribData Meeting**

2 April, 2025, 12:00pm AST held virtually

</div>

1. **Apologies**

2. **Acceptance of the Minutes of previous meeting**

3. **Actions from Previous Meetings**

4. **Items Not Covered in Agenda**

5. **Team**

6. **Finances**

   - Update on UWI Payment Delays [CH/IH]

   - Public Awareness [CH]

   - IDB server & IT mgmt services:

        i. Glide

        ii. OpsHub mgmt

        iii. database/avatar mgmt

7. **Operations**
   - Wireframes:
        i. Business Timeline [CH]
        ii. Process now & future [JC]
   - OpsHub update [CH/JC]
        **i.** Task Management
        **ii.** Document Store/Sharing
        **iii.** CRM/Contacts Database
   - Marketing: Promo Video [CH]

8. **Deliverables**
   A. **Communication Framework**
      - March Story [IH/RS/CH/SO]
      - April Story [IH/RS/CH/SO]
      - Story Pipeline/IH's EXCEL sheet [RS/IH]
      - Story Checklist [RS]
      - Dissemination Channels

- Website integration [JC/CH]

**B. Training**
- Beta Test [CH/SO/AY]

**C. Datathon**
- Data: Fake or Real?

**D. Business Model**
  **a.** Cape Fear Collective
  **b.** Brunswick Public Health Dept
  **c.** Puerto Rico

**E. Evaluation**

9. **AOB**

10. **Date of Next Meeting**

**Agenda**

**CaribData Meeting**

16 April, 2025, 12:00pm AST held virtually

1. **Apologies**

2. **Acceptance of the Minutes of previous meeting**

3. **Actions from Previous Meetings**

4. **Items Not Covered in Agenda**

5. **Team**

6. **Finances**

   - Evaluation Form for Public Awareness Fund

   - Public Awareness fund [CH]

     i. Think Engine, Splurge, Mosaic

   - IDB server & IT mgmt services:

     i. Glide

     ii. OpsHub mgmt

     iii. database/avatar mgmt

7. **Operations**

   - Alternate weekly meetings so every other week is "Editorial Board" meeting

   - Wireframes:

     i. <span style="color:red">Business Timeline [CH]</span>

     ii. Process [JC]

   - OpsHub update [CH/JC]

     **i.** Calendar

     **ii.** CRM

   - Promo Video [CH]

8. **Deliverables**

   A. **Communication Framework**

   - Story Wireframe

   - April Story – Belize/Poverty? Alternative [IH/RS/CH/SO]

- Story Pipeline [RS/IH]
- Dissemination Channels
- Website integration [JC/CH]

**B. Training**
- Beta Test [CH/SO/AY]
- Platform
- Pilot [Module 3]
- Full Rollout [Other modules]

**C. Datathon**

**D. Business Model**

**E. Evaluation**

9. **AOB**

10. **Date of Next Meeting**

# Agenda

## CaribData Meeting

16 April, 2025, 12:00pm AST held virtually

1. **Apologies**

2. **Acceptance of the Minutes of previous meeting**

3. **Actions from Previous Meetings**

4. **Items Not Covered in Agenda**

5. **Team**

6. **Finances**

    - Evaluation Form for Public Awareness Fund

    - Public Awareness fund [CH]

        i. Think Engine, Splurge, Mosaic

    - IDB server & IT mgmt services:

7. **Operations**

    - Wireframes:

        i. <span style="color:red">Business Timeline [CH]</span>

        ii. Process [JC]

    - OpsHub update [CH/JC]

        **i.** Calendar

        **ii.** CRM

    - Promo Video [CH]

8. **Deliverables**

    A. **Communication Framework**

    - Story Wireframe

    - April Story – Belize/Poverty? Alternative [IH/RS/CH/SO]

    - Story Pipeline [RS/IH]

    - Dissemination Channels

    - Website integration [JC/CH]

    B. **Training**

    - Beta Test [CH/SO/AY]

    - Platform

- Pilot [Module 3]
- Full Rollout [Other modules]

**C. Datathon**

**D. Business Model**

**E. Evaluation**

9. **AOB**

10. **Date of Next Meeting**

# Agenda
## CaribData Meeting [Editorial]
23 April, 2025, 12:00pm AST held virtually

- Apologies

- Acceptance of the Minutes of previous meeting

- Actions from Previous Meetings

- Items Not Covered in Agenda

- Team

- Finances

- Operations

- Deliverables

**A. Communication Framework**
- Story Pipeline
- April Story [SALT]
    - Source Data
    - Analytics
    - Insights [Charts, Infographics, etc.]
    - Intended Impact
    - Draft Story
    - Editing/QA/QC
    - Dissemination
        i. Website [Integration]
        ii. LinkedIn
        iii. YouTube [CaribData Channel, Evangeline]

B. Training
C. Datathon
D. Business Model
E. Evaluation

- AOB

- Date of Next Meeting

# Agenda
## CaribData Meeting [Editorial]
30 April, 2025, 12:00pm AST held virtually

- Apologies
- Acceptance of the Minutes of previous meeting
- Actions from Previous Meetings
- Items Not Covered in Agenda
- Team
- **Finances**
  - **Angry Health**
  - **Public Awareness fund**
  - **Server & IT Mgmt Services** [OpsHub/Front End Site; Back End Site/Avatar; Glide
- Operations
  - **OpsHub**
  - **Website Integration**
- Deliverables

**A. Communication Framework**
- **April Story [SALT]**
  - Draft Story
  - Dissemination
    - **i. Website**
    - ii. LinkedIn
    - iii. YouTube [CaribData Channel, Evangeline]
- **May Story** Source Data/Analytics
- **Story Pipeline**

B. Training
- **Pilot Module**

C. Datathon

D. Business Model

E. Evaluation

- AOB
- Date of Next Meeting

# Agenda
# CaribData Meeting [Editorial]
23 April, 2025, 12:00pm AST held virtually

- Apologies

- Acceptance of the Minutes of previous meeting

- Actions from Previous Meetings

- Items Not Covered in Agenda

- Team

- Finances

- Operations

- Deliverables

**A. Communication Framework**
- Story Pipeline
- April Story [SALT]
  - Source Data
  - Analytics
  - Insights [Charts, Infographics, etc.]
  - Intended Impact
  - Draft Story
  - Editing/QA/QC
  - Dissemination
    i. Website [Integration]
    ii. LinkedIn
    iii. YouTube [CaribData Channel, Evangeline]

B. Training
C. Datathon
D. Business Model
E. Evaluation

- AOB

- Date of Next Meeting

**CaribData Meeting**

14  May 2025, 12:00pm AST held virtually

1. **Apologies**

2. **Team:** Observers

3. **Finances:**

- Invoice Submitted for Deliverables 3

- Marketing Funds

- **IDB IT Fund Application**
  - Technical Specifications Document (Jacqui)
  - Justification for Direct Contracting [Chris]
  - Draft Contract [Chris]
  - **ThinkEngine**
    - o Website Development
      - Design and build CaribData website and brand/UX alignment
      - Front-end "look and feel" of dashboards and storytelling tools
    - o Operations
      - Manage evolution of CaribData's OpsHub
      - Design and manage stakeholder-facing tools (Dashboards [incl. data provenance])
  - **Trulience**
    - o Data Warehouse & Analytics Setup
      - Server rental and storage/security setup
      - API connections for dashboards
      - Data sharing tool
    - o Avatar Output Infrastructure
      - Story [text-to-avatar?] pipeline automation
      - Avatar generation and maintenance
      - Hosting for avatar tools
    - o Dashboard Back-End Development
      - Data mgmt functions
      - Link narrative outputs to visuals/avatar output
    - o API Management & Hosting
      - Custom APIs and security
      - Monitor and update services

4. **Operations**

5. **Deliverables**

A. *Communication Framework*

- Science:
  - i. Source Data [recruit data stakeholders GACDRC, SALISES Christina
  - ii. Analytics

   iii. Insights [Charts, Infographics, etc.]

- Black Box: Intended Impact
- Art:
  - i. Draft Story
  - ii. Editing/QA/QC
  - iii. Attribution
  - iv. Dissemination
    - Website [Integration]
    - LinkedIn
    - YouTube [CaribData Channel, Evangeline, Denzel]
    - Email [Daily.ai]
- Pipeline:
  - i. Impact of April Story
  - ii. May Story
  - iii. June Story: Asia's climate research [IDB conference. Jun 2025]

**B. *Training:***
- Pilot [Module 6]

**C. *Datathon*** [N/A]

**D. *Business Model*** [N/A]

**E. *Evaluation*** [N/A]

**6. AOB**

**7. Date of Next Meeting**

**Agenda**

**CaribData Meeting [Editorial]**

21 May 2025, 12:00pm AST held virtually

- **Apologies:**
- **Team:**
- **Finances:**
- **Operations:**
- **Deliverables**

***A. Communication Framework***

- Pipeline
  - May:
  - June:
- Website

***B. Training***

- Pilot [Module 5]
  - Pilot Dataset [tba]

***C. Datathon***

***D. Business Model***

***E. Evaluation*** [N/A]

- **AOB Sagicor MoU**
- **Date of Next Meeting**

**Agenda**

**CaribData Meeting**

28  May 2025, 12:00pm AST held virtually

- **Apologies:** Ian, Selvi

- **Team:**

- **Finances:**

  - Marketing Funds - waiting

  - IDB IT Fund Application – to be submitted
    - Technical Specifications Doc (Jacqui)
    - Justification for Direct Contracting [Chris]
    - Draft Contract [Chris]

- **Operations:**

  - o OpsHub

- **Deliverables**

*A. Communication Framework*

- Science:

    i. Data

    ii. Analytics

    iii. Insights [Charts, Infographics, etc.]

- Black Box: Intended Impact

- Art:

    i. Draft Story

    ii. Editing/QA/QC

    iii. Attribution

    iv. Dissemination

        - Website [Integration]

        - LinkedIn

        - YouTube [CaribData Channel, Evangeline, Denzel]

        - Email [Daily.ai]

- Pipeline:

    i. Impact of April Story

    ii. May Story

    iii. June Story: IH [Asia's climate research]

  **B. *Training:***

  - Pilot [Module 6]

**C. *Datathon*** [N/A]

**D. *Business Model*** [N/A]

**E.** *Evaluation* [N/A]

- **AOB**

- **Date of Next Meeting**

# Agenda

## CaribData Meeting

4 June 2025, 12:00pm AST held virtually

- **Apologies:**
- **Team:** Data Oniashvili
- **Finances:**
    - Marketing Funds
    - IDB IT Fund Application – to be submitted
        - Technical Specifications Doc (Jacqui)
        - Justification for Direct Contracting [Chris]
        - Draft Contract [Chris]
- **Operations:**
    - o OpsHub
    - o Task Management [Jacqui]
- **Deliverables**

*A. Communication Framework*

- Story Dissemination
    - LinkedIn
    - YouTube [Evangeline]
    - Email [Daily.ai]
    - Pipeline:
        - i. June Story: [Ian?]

**B. *Training:***

- Pilot [Module 6]

**C. *Datathon*** [N/A]

**D. *Business Model*** [N/A]

**E. *Evaluation*** [N/A]

- **AOB**
    - o Pogo Digital Health
    - o Naseem Miller https://journalistsresource.org/author/naseemmiller/
    - o https://gfmd.info/members/association-of-caribbean-mediaworkers-acm/
- **Date of Next Meeting**

# Agenda

## CaribData Meeting [Editorial]

11 June 2025, 12:00pm AST held virtually

- **Apologies:**
- **Team:**
- **Finances:**
  - Marketing Funds [update]
  - IDB IT Fund Application [update]
    - Tech Specifications Doc (Jacqui)
    - Justification for Direct Contracting [Chris]
    - Draft Contract [Chris]
      - ThinkEngine [complete]
      - Trulience [waiting]
- **Operations:**
  - OpsHub [update]
  - Task Management [Jacqui]
- **Deliverables**

### A. *Communication Framework*

- Story Dissemination
  - **LinkedIn [update – reporting format?]**
  - YouTube [Evangeline]
  - Email - Daily.ai [Chris]
  - Pipeline: June Story:
    - i. Source Data; Analytics; Insights; Intended Impact [update]
    - ii. Draft Story; Story Editing [SO, CH]; QA/QC [Bias: IH/CH/GH]
    - iii. Dissemination/Impact Monitoring
      - Connect with Healthy Caribbean Coalition [Chris]
      - Ken Connell: HCC, NCD Comm, Caricom, [Chris]

### B. *Training:*

- Pilot [Module 6]
  - Schedule meeting [SO, CH, CH, IH, AY] to discuss pilot dataset
  - Update: 18 Jun Team Meeting

### C. **Datathon** [update: concept stage; Storython?]

### D. *Business Model* [N/A]

### E. *Evaluation* [N/A]

- **AOB**
- **Date of Next Meeting**

**Agenda**

**CaribData Meeting**

18 June 2025, 12:00pm AST held virtually

- **Apologies:**
- **Team:** Evan Warnock [U/G Data Scientist, UF]
- **Finances:**
  - Marketing Funds [update]
  - IDB IT Fund Application [update]
- **Operations:**
  - o OpsHub [update]
  - o Notion [Jacqui]
- **Deliverables**

*A. Communication Framework*

- Pipeline
  - o "Response Mode" [OAS "news"]
  - o May:
    - Dissemination
  - o June:
    - Source Data; Analytics; Insights; Intended Impact
    - Draft Story; Editing; QA/QC
    - Dissemination/Impact Monitoring
- Website
  - o Adapting Websites [Google -> ChatGPT, ~~SEO~~]
    - AngryHealth.com as demo
- Healthy Caribbean Coalition
- Jamaica [BIGEE] Program [Kayla/IDB]
- St. George's University, Grenada
- University of Illinois Chicago (UIC)

*B. Training:*

- Pilot [Module 5]
  - Met with Ali Yalcin [Schedule/Structure]
  - Pilot Dataset [tba]

*C. Datathon* [no update]

*D. Business Model* [no update]

*E. Evaluation* [N/A]

- **AOB**
- **Date of Next Meeting**

**Agenda**

**CaribData Meeting [Editorial]**

25 June 2025, 12:00pm AST held virtually

- **Apologies:**
- **Team:**
- **Finances:**
- **Operations:**
- **Deliverables**

***A. Communication Framework***

- Pipeline
  - June:
  - July:
- Website

*B. Training*

- Pilot [Module 5]
  - Pilot Dataset [tba]

*C. Datathon*

*D. Business Model*

*E. Evaluation* [N/A]

- **AOB Sagicor MoU**
- **Date of Next Meeting**

**Agenda**

**CaribData Meeting**

2 July 2025, 12:00pm AST held virtually

- **Apologies:** Chris
- **Team:**
- **Finances:**
  - Marketing Funds
  - IDB IT Fund Application
- **Operations:**
    - o OpsHub
    - o Notion
- **Deliverables**
- *A. Communication Framework*
  - Pipeline
      - o June:
          - ▪ Editing; QA/QC
          - ▪ Dissemination/Impact Monitoring
      - o July:
          - ▪ Draft Story
  - Website
- *B. Training*
  - Pilot [Module 5]
      - Pilot Dataset [tba]
- **C. *Datathon***
- **D. *Business Model***
- **E. *Evaluation* [N/A]**
- **AOB**
- **Date of Next Meeting**

# Agenda

## CaribData Meeting

9 July 2025, 12:00pm AST held virtually

- **Apologies:** Chris
- **Team:**
- **Finances:**
  - Marketing Funds
  - IDB IT Fund Application
- **Operations:**
  - o OpsHub
  - o Notion
- **Deliverables**

*A. Communication Framework*
  - Pipeline
    - o June:
      - Editing; QA/QC
      - Dissemination/Impact Monitoring
    - o July:
      - Draft Story
  - Website

*B. Training*
  - Pilot [Module 5]
    - Pilot Dataset [tba]

**C. Datathon**

**D. Business Model**

**E. Evaluation** [N/A]

- **AOB Sagicor MoU**
- **Date of Next Meeting**

**Agenda**

**CaribData Meeting**

16 July 2025, 12:00pm AST held virtually

- **Apologies:**
- **Team:**
- **Finances:**
  - Marketing Funds
  - IDB IT Fund Application
- **Operations:**
    - OpsHub [CRM, Task, Mgmt, File Store/Sharing]
    - Data Ecosystem & Process
        - Data [Ingest – Flow – Analysis]
        - Collective Impact Agreements [CFC, Sagicor]
    - Website & Avatar
- **Deliverables**

*A. Communication Framework*

- Pipeline
    - July: Walkability in Bridgetown [Part 1]
        - Source Data
        - Analytics
        - Insights [Charts, Infographics, etc.]
        - Intended Impact
        - Draft Story
        - Editing/QA/QC
    - Aug: [Ro-Ann – Asia ]
    - Sep: [Ro-Ann - Guyana]
    - Oct: [Ro-Ann – Guyana]
    - Nov: Walkability in Bridgetown [Part 2: Video]
- Website

*B. Training*

- Pilot [Module 5]
    - Pilot Dataset [tba] – send to Ian and George….
    - Pilot Review [Data Oniashvili}

*C. Datathon*

*D. Business Model*

*E. Evaluation* [N/A]

- **AOB**
- **Date of Next Meeting**

**Agenda**

**CaribData Meeting**

6 August 2025, 12:00pm AST held virtually

- **Apologies:**
- **Team:**
- **Finances:**
  - Marketing Funds [Think Engine]
  - IDB IT Fund Application [Trulience]
- **Operations:**
  - o OpsHub [Notion or Lovable - Jacqui]
  - o Data Ecosystem & Process
    - ▪ Data Process: Ingest – Flow – Analysis [Trulience]
    - ▪ Pilots: Barbados/Belize/Stay Human
    - ▪ Data Sharing…, and Collective Impact Agreements [CFC]
  - o Website & Avatar [Trulience]
- **Deliverables**

*A. Communication Framework*

- Ecosystem: David Robertson, University of Belize
- Pipeline:
  - o July: Walkability in Bridgetown [Part 1]
    - ▪ Dissemination: HCC, BHSF mailing lists
  - o Aug: [Ro-Ann – Asia ]
  - o Sep: [Ro-Ann - Guyana]
  - o Oct: [Ro-Ann – Guyana]
  - o Nov: Walkability in Bridgetown [Part 2: Video]
    - ▪ Frame it for the other Caribbean Regions
- Website [Think Engine] Launch new photo-real interactive avatar

*B. Training*

- Pilot [Module 5 completed, recruitment]
- Full Course**:** Mods 1-3 [Chris]; Mods 4-6 [Sascha]
- Insert "AI Update" Box in every module]
- Module 4 use Edward Tufte how not to do visualisation

*C. Datathon*

*D. Business Model*

*E. Evaluation* [N/A]

- **AOB**
- **Date of Next Meeting**