OPS Mega Code Day - August 10th

# Outstanding items:

1. Day of Deck
   1. <https://docs.google.com/presentation/d/1c_7eTX_SKPHf-_AoFaLTdn-1Abo1MkWZESGvHAFojC4/edit?usp=sharing>
   2. **Please update slides your your individual components**
      1. Side Activities
         1. Kristie P - Challenges with Data Usage
         2. MCSS Mandeep/Jose - Data integration initiative: Barriers to Collab analytics
      2. Justin C - Show and Tell
2. ODS Help Desk
   1. Alex L - ODS help desk
   2. Need more facilitators! Targeting 10 to 15:
   3. Sign-up form: <https://goo.gl/forms/XoJtRK4eSGjrQdR03>
3. Content
   * + Alex C - AM deck with Agenda and resources page
     + Paul V - Slack (get people to pre-register in pre-event reminder) - [link here](https://join.slack.com/t/opscodedays/signup)
     + Evan + Zaheer - Resources website <https://etdau.github.io/codeday/>

# To Do Before Event:

* Send reminder for event on Tuesday
  + Include link to Slack (note ontario.ca email) and resource webpage (follow-up)
* Submit room set up
* Create name badges for participants (different colour for facilitators) (send to Rajesh)
* Complete slide deck
* Sign for help desk (wooden letters?)
* Tent Cards w Skills (send to Rajesh)
* Spare ITS person (CO/Hub)

# Day of Roles:

* Registration (Hub)
* ODS Help Desk (Alex L)
* Photographer/videographer (Chris, Paul, Jessalyn)
* Wifi approval (Hub)
* Coordinate food (Hub)
* Icebreaker game
* Update slack invite link (Paul/Alex C)
* MC (Alex C)

# Day of Materials

* Lots of markers (Huron)
* Flip chart paper - sticky (Huron)
* Roll of paper (Huron)
* Tape (Huron)
* Sticky notes (Huron)
* USB with materials (Huron, Ontario)

# Date and Venue

* **Venue:** Ontario Room
* **Date:** August 10th, 2017
* **Capacity:** Ontario Room, cap at 150
* **Speakers:**
  + Hillary Hartley
* **Room Set-up**
  + 25 Tables
  + Tables for food and eating
  + Power outlets at each table
  + WiFi
  + ODS Help Desk set-up against a wall (two long tables)
  + Projector in Huron/Superior rooms (w laptop)
  + Huron: Square tables - 4 groups
  + Superior: Round Table

# Budget

Policy Innovation Hub

|  |  |
| --- | --- |
| **Item** | **Total** |
| Food | **2,000** |
| A/V support | **1,500** |
| Grand total | **3,500** |

# Agenda

|  |  |
| --- | --- |
| 9:00-9:10 | **Opening remarks - DM Hartley** |
| 9:10-9:30 | **Introductions**   * Including your project for the day * Seating by tool/subject matter * Icebreaker game - “getting to know you” * Facilitator/ODS Help Desk introduction * Resource intro: <https://etdau.github.io/codeday/> * Get everyone on Slack * Get everyone on OPS internet (Policy Innovation Hub to approve non-OPS computers) * Anyone want to ask for help on their project?   + Invite people to the Mic to speak about their needs   + Pitch the Code Day Activity   + Pitch optional breakout session on Identifying Barriers to Data Literacy |
| 9:30-12:00 | **Work time**  Coffee and muffin delivery at 10:30am |
| 9:30- 10:30 | Optional Breakout Session in Huron Room  **Identifying Barriers to Data Literacy** (Kristie P) - using design thinking exercise:   * Part I: Identifying Enablers + Barriers   + Use post-it notes to populate chart   + Discuss as group and cluster similar ideas   + Decide on most critical enablers / barriers * Part II: Idea Bazaar   + Think of an idea to address enabler / barrier on card   + Pitch idea to another person (no longer than 1min)   + Swap then rate idea on back of card   + Idea cards are pitched then swapped again (5 times)   + Add up final scores then share/post   See [Civic Tech 101 Toronto deck](https://docs.google.com/presentation/d/1IImaanku_sXIYYiRyDWfYzeqYQuq2K7d7mJ_W3eaH3M/edit#slide=id.gf0204f08a_0_0) (slides 24-29) |
| 11:00-12:00 | Optional Breakout session in Superior Room  Design Challenge with Brookfield |
| 12:00 - 1:00 | Lunch (working or break) |
| 1:00- 3:00 | **Work time**  Coffee/fruit delivery at 2:30pm  Break table:   * Scheduled game * Have a couple of games sitting there |
| 2:00-3:00 | Optional Breakout Session in Huron Room (second option for similar shorter session from the morning?)  **Identifying Barriers to Data Integration** (Mandeep!) - using design thinking exercise:   * Part I: Identifying Assumptions (15 min)   + Use post-it notes to populate three components of data integration: legislation, governance, delivery   + Discuss as group and cluster similar idea/themes   + Decide on most critical barriers * Part II: Data Integration Mapping (45 min)   + Present one-two use cases/research questions that demand integration across OPS integration (intergenerational dependency) and ask group to think of 1-2 more, for a total of 2-3 use cases.   + Split into teams based on interest/random selection and ask teams to expand on suite of related research questions for use case.   + Teams to then identify data sets from across OPS/external partners (even if they are not sure if they exist) to enable answering of research questions   + Map the data sets to specific questions as needed   + As full group, discuss and evaluate if the data sets that were selected are available or not - identifying gaps   See [Civic Tech 101 Toronto deck](https://docs.google.com/presentation/d/1IImaanku_sXIYYiRyDWfYzeqYQuq2K7d7mJ_W3eaH3M/edit#slide=id.gf0204f08a_0_0) (slides 24-29) |
| 3:00-3:50 | * Optional Show & Tell (facilitators can solicit and set people up before hand) - 1-2 min each |
| 3:50-4:00 | **Closing remarks**   * Post-Event Survey * Next Steps/Events * Ask participants for a high-level project/work summary and screenshot to use for a report-back post event (via slack) * Encourage people to tweet * Loop in comms people * Consideration for 15 min on Code Day Phase 2 discussion - happy to take this on |

# Facilitators

* Admin support
  + Sign-in
  + Food
  + AV
  + Photos/artefacts
* Technical support
  + Alex L is recruiting for a Help Desk
  + Ask list from Code Day 1

# To Do

|  |  |  |
| --- | --- | --- |
| **Item** | **Owner** | **Notes** |
| **Invites** | MAESD/Policy Innovation Hub | *Invite list and wording to be finalized (complete)*  *Invites can be sent through* [*policyinnovation@ontario.ca*](mailto:policyinnovation@ontario.ca) *(complete)*  ***Timing***  *Stage 1: Begin July 11 (complete)*  *Stage 2: July 26th via Hub newsletter* |
| **Registration** | MAESD/Policy Innovation Hub | *Eventbrite Organizer Link (complete)* [*https://www.eventbrite.ca/o/policy-innovation-hubmaesd-14421028481*](https://www.eventbrite.ca/o/policy-innovation-hubmaesd-14421028481)  *Event URL (complete)*  [*https://www.eventbrite.ca/e/ops-mega-code-day-tickets-35443296855*](https://www.eventbrite.ca/e/ops-mega-code-day-tickets-35443296855)  *Day of registration by Policy Innovation Hub*  *Policy Innovation Hub can create badges for registrants (different coloured tags for facilitators)*  *Post agenda on registration (complete)* |
| **Reminder for Event** | Policy Innovation Hub (Jennifer) | *Send reminder to registrants on August 8th (include resource link and Slack allocation)* |
| **Room Set-up** | Policy Innovation Hub (Jennifer) | *Room set -up to be provided to CBRE 24 hours in advance*  *Set up Help desk area* |
| **Food** | Policy Innovation Hub (Jennifer) | *Catering to be (Eurest):*   * *Morning snack - coffee, tea, muffins* * *Lunch - pizza and salad, water* * *Afternoon snack - fruit, tea, coffee, juice*   *Ordering for 150 people* |
| **Photographer/Videographer** | Chris (MAESD) | *Video: Chris*  *Second shooter: Paul*  *Third shooter: Jessalyn* |
| **WiFi** | Asher (MAESD) | *Process for connecting on non-OPS computer:*   1. *Look for ‘OPSGuest’ under available Wifi networks* 2. *Select ‘OPSGuest’* 3. *If the individual is on a computer, open a browser window and try to access any site (e.g. go to* [*www.google.ca*](http://www.google.ca)*)* 4. *When they try, a form will pop up. The form will ask for the individual’s information but also the OPS sponsor. There, they should list: policyinnovation@ontario.ca* 5. *Once they have filled out and submitted the form, the policyinnovation@ontario.ca email will receive an email that directs them to an “approve” or “reject” page. Someone from the Hub team would “approve” the request.* 6. *Once it is approved, the individual will be sent a separate email with login details (password for the account). The password only lasts for ~8 hours.* |
| **Ice breaker game(s)** | Jessalyn (ENERGY), Cara (TBS) | ***ADD TO SLIDE DECK added***  ***Getting-to-know-you: Binary edition***  *· We will be asking a series of simple yes/no questions to the group – if their answer is yes, they stand up; if their answer is no, they remain seated. People can also raise their hand if there are mobility restrictions.*  *· The questions will be a mix of Code Day-related questions and random fun questions.*  *· This will be a good chance to find out more about participants in a fun way. Feel free to add/remove questions if there is anything specific you would like to have included.*  *· Sample questions:*  *o Code day related:*  *§ Is this your first code day/hackathon?*  *§ Do you use a computer every day?*  *§ Is your work office located outside of Toronto?*  *§ Do you work outside of the OPS?*  *§ Do you consider yourself new to coding?*  *§ Have you been coding for more than 5 years? 10 years? 15 years? 20+ years?*  *o Fun random questions:*  *§ Do you have a pet other than a dog or cat?*  *§ Do you ride your bike to work?*  *§ Have you waited in line overnight for something?*  *§ Have you seen a movie at the theatre in the last 2 weeks?*  *§ Do you drink tea instead of coffee?*  *§ Were you born in August?* |
| **Breaks** | Jose (MCSS) | *Optional* |
| **Show and Tell** | Justin (EDU) | *Cue up tech in advance*  *Circulating earlier to recruit*  *Send PDFs, one computer?*  *Competition/ judging? - or incentivizing presenting* |
| **Facilitators** | Policy Innovation Hub  Everybody! (Add names to facilitators section) | Subject matter experts, helping people get set up and walking around expertise.  ***Recruitment:***  (don’t know if he meant he wanted to facilitate or wanted to organize them)  ***Coodination:***  *Set up pre-event meeting with facilitators*  *Create facilitator cheat sheet*  *Provide a list to attendees so they can slack message the right person* |
| **Resources** |  | *Create new or update splash page* [*https://fpspu.github.io/codeday/*](https://fpspu.github.io/codeday/)  *Github Link*  [*https://github.com/fpspu/codeday*](https://github.com/fpspu/codeday)  *PPT* [*https://docs.google.com/presentation/d/1c\_7eTX\_SKPHf-\_AoFaLTdn-1Abo1MkWZESGvHAFojC4/edit?usp=sharing*](https://docs.google.com/presentation/d/1c_7eTX_SKPHf-_AoFaLTdn-1Abo1MkWZESGvHAFojC4/edit?usp=sharing) |
| **MC** | Policy Innovation Hub | *Write annotated agenda for MC* |
| **A/V** | Policy Innovation Hub | *Policy Innovation Hub getting 3 quotes for multiple power outlets* |
| **Slack** | Paul Vet  Alex Chen | *Create Slack page (complete)* <https://opscodedays.slack.com>  Set up channels?  Invite link:  <https://join.slack.com/opscodedays/shared_invite/MjA4OTM2MDc4MDIyLTE0OTkyNjM1ODUtYjU1ZTBhYWRjYw> |
| **Organize Post-Event Bar** | Policy Innovation Hub | *Frans Upper Deck - 4:15pm and beyond* Reservation under OPS Mega Code Day |
| **Post-Event Survey** | Policy Innovation Hub | Survey: <https://www.surveymonkey.com/r/OPSMegaCodeDay> |
| **Code Day in a Box** | Chris (MAESD)  Jose (MCSS)  Jessalyn (ENERGY) | Draft before the event, finalized after the event  Hosted on the Policy Innovation Hub site  Connect with Code for Canada’s team currently building Code Across in a box  Potential new product - Civic Engagement Toolkit |
| **Storyteller** | Cara (TBS)  Rob (MOF) | Social media  Post-event blogging/newsletters |
| **Help Desk** | Alex (CAB) | * Support attendees with their technical questions * Organize the facilitators * Triage people who need help |

* Facilitation(Help Desk Representatives) and resources
  + Helping people with their technical questions
  + Invite Facilitators (10-12) - Things they can help with:
    - Alex Chen - R, Github, Excel,Front End Web, Superset
    - Phil Dilts - R, Github, Excel, analytics, statistics, data science
    - Sean Holdbrook - Javascript (standard, NodeJS, ECMAScript2016), PHP, python(basic), GOlang(basic), HTML, CSS, SharePoint, Wordpress
    - Paul Jarvey - Excel, SQL, UI/UX, Stats, Front - End Web
    - Zaheer - front end and back end
    - Justin Carroll - R, Excel, statistics
    - Fran Rawlings - design thinking

Resource Gathering

* + - Github page
    - Use Azure server

# Resources

<https://rshiny.csccloud.ca/codeday.html>

MAESD Analytics: https://rshiny.csccloud.ca/

User: maesd

Pass: oly3qy

<https://rshiny.csccloud.ca/tutorial.html>

Python: <https://github.com/FPSPU/fpspu_wiki/wiki/Technology---Python>

R: <https://github.com/FPSPU/fpspu_wiki/wiki/Technology---R>

JavaScript: <https://github.com/LCreale/JavaScriptResources/wiki/JavaScript-Resources>

# Objectives

* Build community among digital/analytics practitioners
* Make digital practices contagious
* Unveil “event-in-a-box” to get people to do mini Code Days
* Build some solutions
* Discuss challenges with data usage - how can we translate data and minimize frequently asked questions
* Identify barriers to collaborative analytics (legislation, capacity, tools) and locate solutions
* Results from last time: <https://bogutsl2.typeform.com/report/SMuN4r/sDIh>

# Organizers/Volunteers

**Zafar, Asher (MAESD);**

**Chen, Alexander (MAESD);**

Lougheed, Alex (CAB);

Lynch, Teri (CAB);

Frost, Karl (CAB);

Herrera, Jowenne (MOF);

Kimoto, Rob (MOF);

Carroll, Justin (EDU);

Taylor, Evan (MHO);

Dorman, Eric (MHO);

Ambedkar, Chris (MAESD); *(event in a box)*

Mamujee, Zaheer (CSC);

Zbroinski, Emily (CSC);

Vet, Paul (TBS);

Dowden, Cara (TBS);

Flora, Mandeep (MCSS);

Iguiniz, Jose (MCSS);

Sud, Manu (ENERGY);

Chen, Jessalyn (ENERGY);

Rawlings, Fran (ENERGY)

# Audience/Marketing

**Registration:**

*Eventbrite Organizer Link* [*https://www.eventbrite.ca/o/policy-innovation-hubmaesd-14421028481*](https://www.eventbrite.ca/o/policy-innovation-hubmaesd-14421028481)

*Event URL*

[*https://www.eventbrite.ca/e/ops-mega-code-day-tickets-35443296855*](https://www.eventbrite.ca/e/ops-mega-code-day-tickets-35443296855)

**STEP 1: Word of mouth invite (July 4-21)**

* + MAESD to send Asher’s note and previous note from Glenn
* **Who:** 
  + Learning Ministries
    - MAESD (PFIM, IMSB, OSAP, SFAB, LMI, SPB, ETD - ask Christine Hagyard, PSAB)
    - Education Statistics and Analysis Branch
  + MCSS (Mandeep)
    - MCSS Data and Analytics Council
    - PRAB, CAB, FPBMB, SDSB, SAMO, FRO
  + MOH (Eric Dorman)
  + MCYS (Mike and T)
  + Central Agency
    - ODS (Alex L)
    - Behavioral insights (Alex L)
    - Open Gov (Paul Vet)
    - Policy Innovation Hub (Teri)
  + Clusters
    - CSC (Asher or Binh)
    - CAC (Alex L)
    - CYSSC (Mandeep)
  + Finance
    - OEP
  + Others/External
    - City of Toronto Open Data (Alex C)
      * Invited and Coming!
    - Honey’s Data Dives list? (Alex L)
    - Yammer (Paul Vet)
  + Energy (Analytics team)

**STEP 2: Broader invite (July 26)**

* + Planning group to distribute in respective ministries/networks
  + Advertise in the Policy Innovation Hub’s bi-weekly newsletter
  + Yammer
  + InsideIT

# INVITATION

Have been looking for a space to work on your digital, data or analytics project with likeminded peers? Do you want to share your ideas, learn new ones, and iterate, iterate, iterate like an agile pro? If so, then this event is for you.

OPS Mega Code Day, happening all day on August 10th, is part of an event series where you can immerse yourself into learning or developing a tool, program, or language that will help you and your team. No matter what you work in (from Excel to HTML/CSS to SQL to R), take the day to learn and make something awesome with your fellow OPS colleagues. Find out about a previous Code Day [here](https://medium.com/ontariodigital/creating-space-for-digital-work-697006b6bf5f).

There’s no curriculum or training. Just an undisturbed workday to learn from your peers and build, or, as we call it, "leave work to do work". We hope that this will be a great time to share and exchange ideas, meet your fellow OPS digital enthusiasts, and learn tips and tricks. So. No meetings. No interruptions. Just build.

If you are interested in participating, please register [here](https://www.eventbrite.ca/e/ops-mega-code-day-registration-35443296855) and share this invitation with your network.

If you have any questions, please contact [policyinnovation@ontario.ca](mailto:policyinnovation@ontario.ca).