

OPEN DATA ALLIANCE MEETING GUIDE

Overall Meeting Guide

Open Data Alliance meetings are an open space for collaboration and learning. To be successfully open, all members must be willing to share their thoughts and ideas without fear of embarrassment or repercussions outside of this meeting. All members must respect the time of other members and to be prepared with what is expected at each meeting.

Administrative Reminders:

Sign-ups for future meetings and spots to put topics of the mini-unconference sections are available on GitHub to which all members have access and can edit.

Be sure to look at the “Growth & Outreach” document for resources to help with questions about open data, sources for learning or supplementing technical skills, and opportunities for community engagement activities.

Roster of members for outreach are on the ODA GitHub (OpenDataAlliance2018) and updateable for future communications.

Mini Unconference Instructions

Materials:

- Note cards (or pieces of paper)
- Markers (any writing instrument)
- Camera or notetaker (for taking pictures of the cards/recording the sessions/notes)

Instructions:

Each person will be given several cards and write out open data related topics that could be up for discussion. Next, provide a space where the cards created with the topics can be arranged and consolidated if necessary.

At this point, choose the topic for the first session (suggested as a group discussion) and the facilitator, if it seems a leading voice is necessary. You may also plan the next few meetings with several topics for each meeting and assign facilitators for each session. It is recommended, depending on the topics, that the sessions differ in their delivery. For example, a show and tell session, a group discussion, or a demonstration of a tool and then an interactive learning session with the tool.

If at any point you become aware of any outside resources that could be useful to your topics, allow time for a small presentation or demonstration of their information and use that to build on throughout the session.