**Attendance**:

1. Saysay M. Kpadeh - MoH
2. Qing Gong - eHA

### 2018.04.04

* Walked through the metadata collection status
* Introduced Saysay to subsystem leads of pending metadata issues
* Practice on creating dataset and producing metadata for HMIS

### 2018.04.02

* Learnt what information to provide for Excel tools and how to generate metadata of Excel tools
* Went through the System Context Diagram to know in overall what subsystems and Excel tools exist, for which unit and for what purposes
* Introduced the [Subsystem Inventory & Data Collection Process Excel sheet](https://docs.google.com/spreadsheets/d/1M5xFD1M3-9w-dkfk4ej3rbNP6DP81MxTb7SgOfmeALo/edit?usp=sharing). More detailed information as well as related processes can be found there. Could be very useful for future reference.

### 2018.03.28

* Learnt how to present Bika metadata

### 2018.03.21

* Practiced on creating organization and dataset.
* Practiced on producing and presenting DHIS2/Offline Tracker metadata.

### 2018.03.13

* Re-cap on run .py code to extract CBIS metadata.
* Re-cap on adding resource to dataset.
* Learned: producing DHIS2 metadata.

### 2018.03.09

* Re-cap on create organization, dataset, and generating CBIS metadata.
* Learned:
  + Different types of datasets, and what data fields shall be added for these different types.
  + Run .py code to extract CBIS metadata.
  + Add CSS style to CBIS metadata.
  + Add resources for dataset in CKAN.

2018.2.23

* Practiced on how to generate CBIS metadata using python codes
* To-do: install jsontohtml on MoH staff’s PC, and run the code again

2018.2.22

* Review: create organization and dataset in CKAN
* Demonstration and explanation on how to generate CBIS metadata using .py codes.
  + Explained and demonstrated the process
  + Installed Notepade++ and Python on MoH staff’s PC

2018.2.21

* Hands-on training and practise on creating Organizations and Datasets (without Resources) in CKAN. Following the instructions in Data Catalog User Guide.

2018.1.12

* Went through the Metadata guide and introduced the methods to create all collected metadata.

2017.12.22

* Introduction of the methodology and process of collecting/cataloging data
* Introduction of the interview questions and how to conduct an interview
* Walked through the already collected subsystems/datasets
* Walked through the metadata to be collected and identified several action points

2017.12.14

* Training on CKAN
  + Create organization
  + Create dataset
  + Create group
  + Put dataset into group
* Homework
  + Read CKAN documentation: user guide
  + Create 3 datasets and put them into the correct group

### 2017.12.06 Kick-off Meeting

* Overall introduction: [Data Catalog](https://docs.google.com/presentation/d/1emaHtpr7168ox8a6t92ebJ66a-2J6fI9Fgj8k_u2pO8/edit?usp=sharing)
* What need to be done for knowledge transfer
  + CKAN knowledge & usage
  + Installation
  + Customization
  + Code usage/Metadata presentation
* What need to be done for the project
  + Obtain metadata
  + Present metadata
  + Simple customization
* Work plan (long term)
  + CKAN knowledge
  + CKAN installation
  + CKAN simple customization
  + Obtain metadata
  + Work with metadata (use code)
  + Update/Maintain catalog
* Work plan (this week)
  + DHIS2 metadata
  + SARA & Health Workforce Census: label issue (survey)
  + Optional: read CKAN documentation