# Agenda

A. Welcome & Introductions (5 min)

B. Overview (20 min)

* Order of Agenda
* What Works Cities Background
  + City Partnership (Memorandum of understanding)
    - Performance Management
    - Open Data

C. Open Data in Lewisville (40 min)

* What is Open Data?
* Why is this important?
  + Discussion of how open data will inform City’s decision making, show the public how decisions are made, and drive progress toward goals, etc.
* Current state of open data
  + How is data handled today?
  + Examples from other cities
* Discussion on data in Lewisville
* Open Data Program
  + Project Goals
  + Project Timeline
  + Lewisville Open Data Governance Committee
    - Responsibilities
    - Department Liaisons
  + Discussion on Open Data Program

D. Open Data Policy (30 min)

* Review draft policy
  + Policy Objectives/Best Practices
  + Feedback needed
* Discussion on Policy

E. Wrap up and next steps (15 min)

* Meeting Times
* Upcoming Discussion Items
  + Continued Policy Discussion
  + Data Inventory
  + Prioritization & community connection - thinking about how stakeholders will use the data
* Final Thoughts/Open Discussion

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# Agenda (Meeting 2)

Introductions

Data Inventory

* Review [inventory guidelines](https://docs.google.com/document/d/13h_4LNKda0H3AaqVHyR_oy_IM50CZlg60YqI7kUE9Fo/edit?usp=sharing) and template
* With guidelines in mind, discuss timeline and plan for:
  + Conducting inventory, focused initially on affordability measures
  + Publishing inventory
  + Publishing datasets that support affordability measures
  + Keeping inventory fresh and up-to-date

Workflow Process

Review [inventory guidelines](https://docs.google.com/document/d/13h_4LNKda0H3AaqVHyR_oy_IM50CZlg60YqI7kUE9Fo/edit?usp=sharing) and template

Wrap up and next steps

* Prioritization

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# Agenda (Meeting 3)

Introductions

Dataset Prioritization and Quality

* With appropriate staff, determine accessibility of data related to measures identified in inventory
* Discuss options to engage the public in prioritizing the data they would like to see from initial
  + Unified Government [survey 1](https://fs22.formsite.com/wycotreasury/OpenData/index.html) & [survey 2](http://www.allourideas.org/yourugdata)
  + [Philadelphia comment section](http://cityofphiladelphia.github.io/slash-data/inventory/)
  + [Denton survey](https://www.surveymonkey.com/r/38G3SNK)
* Following up from the previous meeting, discuss prioritization of datasets for next stage of inventory
  + Identify which datasets are missing that support performance measures
  + Create timeline to inventory data to support those measures

Prioritization resources:

* + [San Diego](https://datasd.gitbooks.io/council_report/content/main/prioritization.html)
  + [Philadelphia](http://www.phila.gov/data/)

Initiative Updates

Wrap up and next steps

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# Agenda (Meeting 4)

Introductions

Public Engagement

* Identify stakeholders who are interested in the data released so far
  + [Sample exercise](https://docs.google.com/document/d/16wMgI1shW0HA3Q00ZjaBIDdZ_gBYEoF8knztl0r5lk8/edit)
* Brainstorm ways to get the information into the hands of those stakeholders. Consider:
  + Holding town halls/public meetings
  + Attending neighborhood association meetings
  + Linking to data portal in relevant press releases
  + Sharing links to data along with citizen survey
  + Meeting with local nonprofits who can use city data to support their mission and meet City goals

Initiative Updates

Wrap up and next steps

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## Suggested Governance Committee Members

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| --- | --- |
| **Mayor/City Manager** | *The Chief Executive’s presence at the first meeting sets the tone that this work is a priority. Consider whether this is appropriate for your City’s culture and would advance the work.* |
| **Committee Chair** | *Chief Data Officer/Chief Information Officer are ideal chairs for these meetings, but do not be discouraged if your City does not have this position. Assistant City Managers and Deputy Mayors may fill this position as well, as it fits into their portfolios.* |
| **Project Lead** | *High level staff may not always be available to lead these meetings. Cities may wish to assign a designee who is closely connected with the open data work to lead these meetings.* |
| **Core Group Members** | *Each relevant department should be represented on the committee. GovEx can share sample memos and letters that cities can use to communicate the need for a representative to the department heads.* |
| **IT Representative(s)** | *This may be your city’s Head of IT and division leaders, or an Open Data Specialist if such a position exists* |
| **Community Representatives** | *Community representatives provide an “outside” perspective on the usefulness of certain datasets, which may help with prioritization. They can also tap into their networks to gain a broader audience for new datasets and applications.* |