# Agenda (Meeting 1)

Introductions

Welcome from Chair

Current state of data management

* Debrief open data coordinator training
* Review any outstanding open data workflow items

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:
  + Determining datasets for second round of automation
  + Publishing release schedule

Initiative Updates

* Open Data policy
* Performance Management
* Sprints
* Socrata automation
* Applications (Find your Officer, Checkbook)
* Citygram
* Stakeholder engagement
* What Works Cities

Wrap up and next steps

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# Agenda (Meeting 2)

Introductions

Dataset Quality and Prioritization

* Review internal prioritization rubric
* Small Group Discussion/Activity
* Which standardization/benchmarking tools are appropriate for Chattanooga?

Initiative Updates

* Open Data policy
* ChattaData
* Sprints
* Socrata automation
* Applications (Find your Officer, Checkbook)
* Citygram
* Stakeholder engagement
* What Works Cities

Wrap up and next steps

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# Agenda (Meeting 3)

Introductions

Public Engagement

* Discuss a plan and timeline for developing a protocol that will address stakeholder requests, prioritization of datasets, and a release schedule.
  + How can we analyze Chattanooga’s Tennessee Open Records Act requests, and incorporate this into our prioritization?
  + How will we address agency priorities?
  + How can we include public feedback into this process?
  + What about stakeholder/developer requests
  + Which external partners (such as the CFA brigade) can support this work?
  + How can we encourage the public to use the data?

Initiative Updates

* Open Data policy
* ChattaData
* Sprints
* Socrata automation
* Applications (Find your Officer, Checkbook)
* Citygram
* Stakeholder engagement
* What Works Cities

Wrap up and next steps

# Agenda (Meeting 4)

Introductions

Open data policy discussion

Data Governance

* Discussion
  + How will we ensure that the data inventory stays fresh and up-to-date?

Initiative Updates

* Open Data policy
* ChattaData
* Sprints
* Socrata automation
* Applications (Find your Officer, Checkbook)
* Citygram
* Stakeholder engagement
* What Works Cities

Wrap up and next steps

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## Suggested Advisory Group 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.* |
| **Chair/Director of Open Data** | *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.* |
| **Core Group Members** | *Each relevant department should be represented on the committee. GovEx has 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.* |