**Internal Client - Meeting Notes**

Landover Hills - MD Open Data Portal

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Raw Meeting Notes

* Client is interested in including public/private school datasets; team confirmed it's within scope for the Open Data Portal.
* Clarification needed on whether datasets are for the town website, the portal, or both.
* Client asked about data formatting and submission; the team walked through upload steps and metadata requirements.
* Automation was discussed: the team explained that Socrata Gateway allows for scheduled updates but requires setup with Maryland DoIT.
* Census data access was demonstrated using data.census.gov filtered for Landover Hills.

Team Progress

* Reviewed client concerns regarding data categories, specifically interest in public and private school datasets within Landover Hills.
* Identified relevant resources on the Maryland Open Data Portal and confirmed that localized datasets are within scope for submission.
* Clarified the state’s loose data guidelines, enabling the town to determine what’s beneficial for sharing.
* Outlined the various data submission methods including file uploads, URL imports, and Socrata Gateway for automation.
* Began organizing datasets into relevant categories based on usability and client needs.
* Started early design work for the Tableau dashboard with a focus on usability and clear visual hierarchy.
* Discussed census data accessibility and outlined how it can be filtered and downloaded from data.census.gov.

Next Steps / To-Dos

* Finalize data categories (Education, Demographics, Public Services, Infrastructure, Business Directory).
* Refine the initial dashboard prototype.
* Create a working draft of the Dashboard Data Management Strategy, addressing:
  + Data sustainability and update frequency.
  + Automation options via Socrata Gateway.
  + Privacy and public access controls.
* Review external school and census data sources for formatting compatibility.
* Prepare sample datasets for the next upload test run.

Client:

* Clarify whether the education dataset is intended for the town website or just the Open Data Portal.
* Indicate if further guidance is needed on organizing data categories.
* Provide feedback on data categories and dashboard layout.
* Confirm if the account set up with Maryland DoIT has been initiated for data uploads.
* Identify any additional datasets the town would like prioritized (e.g., local businesses, public infrastructure).