**IV-D Collaborative Analytics**

**When: August 24th, 2017 @ 10:00 am PST (1:00 pm EST)**

**Location: WebEx/Conference Call**

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|  | **Attendee** | **State/Org** |  | **Attendee** | **State/Org** |  | **Attendee** | **State/Org** |
| **E** | Wally McClure | Washington | **E** | Alisha Griffin | California | **E** | Jeannie Bowen | Washington |
| **E** | Kristen Brolsma | Minnesota | **√** | Richard Ordowich | ACF | **E** | Glenda Nelson | Washington |
| **E** | Craig Burshem | Virginia | **E** | Dennis Putze | ACF | **√** | Regina Newman | Virginia |
| **E** | Susie Gager | Colorado | **E** | Sharon Santilli | Rhode Island | **√** | Karen Sicurelli | New York |
| **√** | Terry Gates | Virginia | **E** | Kristen Lorsung | Minnesota | **√** | Kyle Lapastora | Project Manager |
| **√** | Megan Schoor |  | **√** | Cindy Guo |  |  |  |  |
| **(List of all invited participants. √ shows actual attendees, 🖎 identifies the note taker for this meeting, E denotes person excused for meeting)** |
| **Time (minutes)** | **Subject & Presenter** | **Key Points** | **Actual Outcome - Minutes** |
| 5 min | Welcome and attendance/ Kyle | * Welcome new member
 |  |
| 15 minutes | Feedback & Responses from Alfresco Configuration document/ all | * Review questions and discuss items submitted
 | * Data elements and independent variables, and model data sources should have commonalities across states for the metadata dictionary, which can be the shared picture for the collaborative predictive analytics program
* Differences in details when defining metadata for independent variables can yield significantly different results
* Add “state” column for each metadata definition, possibly POC (see task below)
* Aggregated vs. detail specificity, the more detail the better based on lessons learned from aggregated data by several team members
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| 35 minutes | Alfresco site mock-up/ Richard  | * Walk-through the site mock-up for phase 1 platform to share information
 | * Platform has the ability to assign work group tasks
* Repository for methodologies and enabled for each state to individually use Alfresco to store documents for model building; this can be an extremely useful for individual states’ model development teams and will ease the transfer of data from states into the collaborative environment
* Dashboard customization capability
* Alfresco users will need to be registered with OCSE portal. Need: name, email address, role within state, username preference (see work group task below)
* Ability to track changes, adjust editing rights, and view version history of documents. This will allow users to add documents that are read only for informational purposes, and add documents for group editing for collaboration purposes (huddle type document) with an information trail of editors and versions
* Naming convention for folders/ guidance for users needed for ease of use
* Workflow capabilities, ability to follow methodologies tracked by other states. We will explore this feature in more detail to determine how it can be leveraged for the work group and model developers
* Richard is the POC for state portal configuration issues with accessing Alfresco
* Community version of Alfresco available to learn site
* Approx. 3 weeks to initial site launch
* Walk-through was extremely helpful and very informational.
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| 5 min | Next Steps: | * Workgroup tasks
 | * Please see tasks below
 |
| **Tasks from this meeting** | **Assigned To** | **Due Date** | **Status** |
| Metadata spreadsheet adjustments | Megan, Cindy, Kyle  | 9/14/17 |  |
| Send OSCE portal registration info to Richard, or notify Richard of info if already registered | All | 8/31/17 |  |
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