Progressive Technology Project
Community Organizing and Technology Institute
Session One Agenda:

Day One:

6:00pm – 8:30pm Dinner, COaTI Overview, Session one overview

Goal: Introduce COaTI program, key elements, key concepts, start building relationships

Day Two:

7:30am Breakfast

9:00am - 10:00am   Introductions, time to get to know each other

Goal: create a space where organizations can start to learn about each other and build deeper relationships

10:00am - 10:30am Go Fish

Facilitation: Arif and Josue
Goal: We'll use a modified game of Go-fish to start to identify what we know, what we have questions about, and who can answer the questions we have.

10:30am-11:00 The COaTI Intranet

Goal: introduce COaTI website

11:00am - 12:00pm Collaborative COaTI Evaluation

Goal: Identify personal and organizational goals for COaTI, define process for measuring progress to reach those goals.

12:00pm - 1:00pm Lunch

1:00pm - 1:45pm Technology and Organizing Case Study

1:45 - 2:15 pm What's in YOUR database?

Goal: Identify the key items that organizations track

2:15 -2:30 BREAK

2:30 – 3:15 finding information quickly – keys to happy organizational data

Goal: Move from what is in your database to what needs to be in your database. How do we think about determine what is worth keeping and what isn't worth saving?

3:15 – 3:30 Demystifying data language

Goal: break down the techie language barrier and come to some agreement about what we mean when we're using some key database/technology terms.

3:30pm – 4:15pm Understanding your database

Goals: This session will cover how databases work from a theoretical perspective – what is a database, how do they work, what makes them uniquely suited to organizing work.

4:15 - 5:00pm thinking like a database

Goals: Building on the previous session, this session will help participants better understand how a database "thinks"

5:00 - 5:30pm Evaluation of Day

6:30pm - 7:30pm Dinner

7:30pm - 9:00pm Optional: Hack-a-thon

Goal: the hack-a-thon is an opportunity to get your specific tech questions answered, talk about tech that doesn't seem to fit in other parts of COaTI and generally hang-out. We try to keep it even more low-key, informal, and fun than our daytime session, so please join us.

Day Three

7:30am -8:30am Breakfast

9:00am - 9:15am logistics for day/departure

9:15 - 10:45 Excel and you!

Goal: Not just for spreadsheets, Excel is the glue that can bring your data together – learn how.

10:45 - 12:00 Concurrent session

Session one: Importing, exporting, bringing together data from different data stores:

goal: Until we have a perfect database for community organizing, we'll likely always have multiple data stores in multiple places. Learn how to bring them together.

Session two: Managing Data – Working session to grapple through data questions.
Goal: participants will learn about the data life-cycle and focus on the maintenance of data issues that arise. We'll end by workshopping your specific scenarios and questions with an eye toward improving efficiency, ease, and quality of data.

12:00- 1:00 Lunch

1:00 - 2:00 Assessing communications - what works, what doesn't, how can we learn from each other?

Goal: In this session, we'll start a "warm-up" for our meeting in March where we'll get into communications more deeply. We'll share some communications we've created, take some time to look at these examples, and give each other feedback about them.

2:00 - 3:15 Concurrent Sessions:

Session one: planning for training

Goal: What do you need to do to ensure that your staff has the skills to use your organization's technology? In this session, we'll work through a process to develop your organization's database training plan.

Session two: organizing and technology workshop.

Goal: Technology Project Leads – this session is for you! Join us to share your technology project, sketch out major milestones, and get feedback from COaTI participants about your project.

3:15 - 3:30 Break

3:30 - 4:15 Lightning DB presentation – show us what you love about your database!

Goal: Spend some time seeing what COaTI participants are tracking, how they use their database.

4:15 - 5:00 close, eval, depart