

Alzheimer’s Disease Working Group Roadmap

This is intended to be a living document, and may be updated as the group evolves.

Activity	Date	Description	Work group member meeting pre-work
Work group meeting 1	Jan. 8, 2018	<p>Objectives:</p> <ul style="list-style-type: none"> • Orient work group members to overall process, expectations and 2011 report • Review required elements for report • Determine committees and next steps <p>Agenda overview:</p> <ul style="list-style-type: none"> • Administer oath, agree to process, work product, deadlines • Work group orientation • Context: past and present • Review 2019 report elements • Determine committee topics 	<p>Review 2011 Alzheimer’s Report</p> <p>Review group charge document</p>
Committee meetings	Feb. – April 2018	First cohort of three committees meet between February – April. Each committee will meet up to three times.	
Work group meeting 2	April 24, 2018	<p>Objectives:</p> <ul style="list-style-type: none"> • Based on committee presentations, develop draft recommendations for each topic <p>Agenda overview:</p> <ul style="list-style-type: none"> • 3-4 committees to present updates • Stakeholder workgroup identifies draft findings/recommendations for committees • Discussion of what's missing/questions 	<p>Collaborate as needed with committees</p> <p>Review committees worksheets on SharePoint site, come ready to discuss</p>
Committee meetings	April – June	Second cohort of 3-4 committees meet between April – June. Each committee will meet up to three times.	
Work group meeting 3	June 28, 2018 (GREATER MN)	<p>Objectives:</p> <ul style="list-style-type: none"> • Based on committee presentations develop draft recommendations for each topic 	<p>Collaborate as needed with committees</p> <p>Review committee information on SharePoint site, come ready to discuss</p>

		<ul style="list-style-type: none"> Review report outline with recommendations, identify missing report elements <p>Agenda overview:</p> <ul style="list-style-type: none"> 3-4 committees to present updates Stakeholder workgroup identifies draft findings/recommendations for committees Discussion of what's missing/questions Report next steps: outline and recommendations thus far 	Prepare to discuss other report components
Sarah/Stacy post report sections to SharePoint	July 24, 2018	Draft report sections from each of the committees posted to SharePoint	Review and provide feedback on draft report sections
Feedback on report sections due	August 7, 2018	ADWG member feedback/comments posted to SharePoint by August 7th	
Work group meeting 4	August 14, 2018 (GREATER MN)	<p>Agenda overview:</p> <p>Vetting of report outline and recommendations:</p> <p>Review, revise, and affirm findings from all committees</p>	Findings and report outline sent to the group in advance
Report draft	Sept. 28, 2018	Final draft sent to stakeholder group	
Feedback on report draft due	Oct. 29, 2018	Final ADWG member feedback on report due to Sarah/Stacy	Review and provide feedback on final draft of report
Work group meeting 5	Nov. 20, 2018	<p>Agenda overview:</p> <p>Celebration of report</p> <p>Approve final version to submit to board</p>	Report sent in advance to group