

## 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><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Orient work group members to overall process, expectations and 2011 report</li> <li>• Review required elements for report</li> <li>• Determine committees and next steps</li> </ul> <p><b>Agenda overview:</b></p> <ul style="list-style-type: none"> <li>• Administer oath, agree to process, work product, deadlines</li> <li>• Work group orientation</li> <li>• Context: past and present</li> <li>• Review 2019 report elements</li> <li>• Determine committee topics</li> </ul>	<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><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Based on committee presentations, develop draft recommendations for each topic</li> </ul> <p><b>Agenda overview:</b></p> <ul style="list-style-type: none"> <li>• 3-4 committees to present updates</li> <li>• Stakeholder workgroup identifies draft findings/recommendations for committees</li> <li>• Discussion of what's missing/questions</li> </ul>	<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><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Based on committee presentations develop draft recommendations for each topic</li> </ul>	<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"> <li>Review report outline with recommendations, identify missing report elements</li> </ul> <p><b>Agenda overview:</b></p> <ul style="list-style-type: none"> <li>3-4 committees to present updates</li> <li>Stakeholder workgroup identifies draft findings/recommendations for committees</li> <li>Discussion of what's missing/questions</li> <li>Report next steps: outline and recommendations thus far</li> </ul>	Prepare to discuss other report components
Sarah/Stacy post report sections to SharePoint	July 24, 2018	<b>Draft report sections from each of the committees posted to SharePoint</b>	Review and provide feedback on draft report sections
Feedback on report sections due	August 7, 2018	<b>ADWG member feedback/comments posted to SharePoint by August 7<sup>th</sup></b>	
Work group meeting 4	August 14, 2018 (GREATER MN)	<p><b>Agenda overview:</b></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	<b>Final draft sent to stakeholder group</b>	
Feedback on report draft due	Oct. 29, 2018	<b>Final ADWG member feedback on report due to Sarah/Stacy</b>	Review and provide feedback on final draft of report
Work group meeting 5	Nov. 20, 2018	<p><b>Agenda overview:</b></p> <p>Celebration of report</p> <p>Approve final version to submit to board</p>	Report sent in advance to group