



COMPREHENSIVE CARE FOR Older Adults with HIV

Sample Monthly Meeting Agenda

- **Welcome and Introductions**
- **Clinical Items**
 - Patient Referrals
 - How are patient referrals going?
 - Challenges and barriers
 - Strategies to improve referral processes
 - Other Clinical Items
 - Patient Liaison Feedback
 - Patient concerns, experiences, and suggestions
- **Administrative Updates**
 - Progress on current tasks
 - Upcoming Deadlines or Deliverables
- **Open Discussion / Other Items**
 - Space for team members to raise additional topics or concerns
- **Next Steps and Action Items**
 - Summary of key decisions
 - Assignment of follow-up tasks
 - Confirm next meeting date