UNIVERSITY OF ILLINOIS

URBANA-CHAMPAIGN · CHICAGO · SPRINGFIELD

2012 IT Governance Planning Summit Scribe Sheet
Group Breakout 2

The Role of a Scribe

A scribe:
- Captures and records the proceedings of the breakout sessions to assure the group can accomplish their goals.
- Documents what is discussed during the workgroup sessions.
- Helps the group create lists of important points.
- Summarizes the issues from time to time as to ensure they are documented correctly.
- Documents all issues, ideas, solutions, and resolutions provided by the workgroup.

1. **What are the highest priorities in these areas in the next 1-3 years and what strategies are required to get there?**

2. **How can information technology help to accomplish these goals?**