

## 2013 IT Governance Planning Summit Scribe Sheet

### Group Breakout 1

#### 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.
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**1. What stands out to you as near-term priorities for your campus or unit as part of IT strategic planning?**

**2. How would you and your unit participate in further developing or executing on these priorities?**