

## 2015 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 have been the most successful elements or initiatives of IT governance for your group and/or campus?**

**2. What are your lessons learned from the process over the past two years?**

**3. What priorities are the ITG processes not addressing?**