

DEPRECATED - How to scribe conference calls



This page has been replaced by: [How To Scribe Itana Calls Guide](#)

During the call:

- Copy & paste whatever appears as the **Agenda** in Adobe Connect
- Screen shot the **attendee list** from Adobe Connect and paste it in
 - If you hear other names you know, add them by hand—we're not going for absolute completeness here
- Note the **updates** that are announced from Steering Committee, working groups, etc.
- Free form notes on the **main agenda** being presented or discussed
 - Not necessary to have a line by line transcript
 - Often someone is presenting slides, and it's not necessary to repeat the content of those; there'll be a link to them
 - Try to capture major points, questions, or comments
 - Bonus points: The more you can capture comments from people at different institutions that reflect how an issue is being approached in different ways, the better—that helps people follow up with each other to learn more

Whiteboard

- If there was anything on the **whiteboard in Connect**, copy & paste it in
- If there was valuable content in **chat in Connect**, such as people posting links, copy & paste it in

After the call:

- If you can edit the wiki, put your notes on [this page](#) and link your notes to the Call Program on the main page.
- If you can't edit the wiki, you can send your notes to the Itana Steering Committee (ITANA_STEERING@listserv.educause.edu) and they'll ensure they get posted—or [get access to edit the wiki](#)!