**Standard Operating Procedures Working Group @ IT Leaders**

Wednesday, August 17, 2016

11:00 AM- 12:00 AM, SMSU217

**AGENDA**

1. SOP Information & Recap (David Nimri)
	1. Mission / Charge
2. Topics (group)
	1. Expectation
		1. What are your expectations of ITS?
		2. How can ITS empower you more?
		3. What resources are you lacking the most?
		4. What communication methods do you prefer?
	2. Top 5 Concerns?
	3. Top 5 Areas ITS can improve?
	4. Proposal: “walk a mile in my shoe”
3. Closing Remarks (Dr. Sudhakar)
4. Lunch