ACTION	ACTION FROM	RESPONSIBLE	DUE DATE	NOTES
SAM 2005				
Post YE web metrics to CECD CoP	CECD Meeting	Roberta	COMPLETED	
Complete CECD Operating Guide (per template) & submit to CPDPE	CPDPE Meeting	Marianne/Loretta	COMPLETED	
- Write-up Committee Descriptions	CECD Meeting	Nicole	COMPLETED	
Evaluate "Extreme Lecturer Series" and determine if will be stand-alone or part of DLP	CECD CoP	Mark	COMPLETED	
Post updated YEF 2005 agenda to CECD CoP	CECD Meeting	Roberta	COMPLETED	
Write one-page description of CECD for distribution at IMECE 2005	CPDPE Meeting	Chris	COMPLETED	
Send updated mailing address/contact information to Loretta	CECD Meeting	All	COMPLETED	
Send name/address of work/school contact to Loretta for ASME support letter	CECD Meeting	All	COMPLETED	
Review CECD Products/Services (how they relate to CECD's Vision/Mission)	CECD Meeting	All	11/5/2005	
- ME Today (http://www.asme.org/youngengineers/metoday/)	CECD Meeting	Sara	COMPLETED	
- FasTrack (http://www.asme.org/youngengineers/fastrack/)	CECD Meeting	Chris	COMPLETED	
- Career Life Guide (http://www.careerlifeguide.asme.org/)	CECD Meeting	Mark	COMPLETED	
- Young Engineers Resource Center (http://www.asme.org/youngengineers/)	CECD Meeting	Kalan	COMPLETED	
- YEF 2005	CECD Meeting	Scott/Cheryl	11/5/2005	
Updated ECC Website to reflect CECD	CECD CoP	Cheryl	Date?	
CECD to have Monthly Conference Call prior to SAM 2006	CPDPE Meeting	Loretta	Monthly	
Work on Young Engineers Initiative	CECD Meeting	All	Ongoing	
- Report on October YEI Workshop to CECD	YEI Workshop	Loretta	IMECE 2005	
YE Video (ASME Foundation Proposal)	CECD Meeting	Tom Perry	IMECE 2005	
IMECE 2005				