

ACTION	ACTION FROM	RESPONSIBLE	DUE DATE	NOTES
<b>SAM 2005</b>				
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	COMPLETED	
- ME Today ( <a href="http://www.asme.org/youngengineers/metoday/">http://www.asme.org/youngengineers/metoday/</a> )	CECD Meeting	Sara	COMPLETED	
- FasTrack ( <a href="http://www.asme.org/youngengineers/fastrack/">http://www.asme.org/youngengineers/fastrack/</a> )	CECD Meeting	Chris	COMPLETED	
- Career Life Guide ( <a href="http://www.careerlifeguide.asme.org/">http://www.careerlifeguide.asme.org/</a> )	CECD Meeting	Mark	COMPLETED	
- Young Engineers Resource Center ( <a href="http://www.asme.org/youngengineers/">http://www.asme.org/youngengineers/</a> )	CECD Meeting	Kalan	COMPLETED	
- YEF 2005	CECD Meeting	Scott/Cheryl	COMPLETED	
CECD to have Monthly Conference Call prior to IMECE 2005	CPDPE Meeting	Loretta	COMPLETED	
Work on Young Engineers Initiative	CECD Meeting	All	Ongoing	
- Report on October YEI Workshop to CECD	YEI Workshop	Loretta	COMPLETED	
<b>IMECE 2005</b>				
Updated ECC Website to reflect CECD	CECD CoP	Cheryl	TBD	
Add "Inside this Issue" block for ME Today HTML Email	CECD Meeting	Cheryl	02/01/06	
Add Local YEF events to YEF Website	CECD Meeting	Cheryl	TBD	
- Need to evaluate Section Activity Reports for "YEF-like" events	CECD Meeting	Cheryl	Date?	
CECD to have Monthly Conference Call prior to SAM 2006	CECD Meeting	Loretta	Monthly	
Work on Young Engineers Initiative	CECD Meeting	All	Ongoing	
PPC Task Force - Amy Bentow contact	CECD Meeting	Scott/Aaron	Pending	
Review M. Treat's CoP - post comments	CECD Meeting	All	12/01/05	
YE Video (ASME Foundation Proposal)	CECD Meeting	Tom Perry	SAM 2006	
- Tom Perry to report on Foundation Grants at 12/13/05 Con-Call	CECD Meeting	Tom Perry	12/13/05	
Determine Lead Volunteer for each Standing Committee	CECD Meeting	All	12/13/05	
- Technical/Career/Professional - create CoP??	CECD Meeting	Tom Perry	12/13/05	
Thank you letter from B. Luna to all CECD participants	CECD Meeting	Loretta	12/13/05	
Report on Design & Analysis Track at IMECE 2005	CECD Meeting	Justin	12/13/05	
Create Project Team for Deciding on "Theme" For Engineering Leadership Track at IMECE 2006	CECD Meeting	Loretta/Annmarie	12/13/05	1st Meeting of Track Managers - 2nd week of January 2006
Review new asme.org after 11/19/05 - specifically EC/YE areas	CECD Meeting	All	12/30/05	
Inventor's Symposium Case Study	CECD Meeting	Sara	03/31/06	
YEFs at Drexel, Penn State, Rochester Case Studies	CECD Meeting	Scott	03/31/06	
R&D YEF Case Study	CECD Meeting	Scott	03/31/06	
Communicate "best practices" to Allian Pratt - part of Strategic Mgmt focus	SMS Meeting	Loretta	03/31/06	
Further review and comments of Unwritten Laws	CECD Meeting	All	SAM 2006	
- List of Areas that should be Changed/Updated	CECD Meeting	All	SAM 2006	
YEF 2006	CECD Meeting	Scott	SAM 2006	