

Activities between now and IMECE-Seattle

Task	Subcommittee	Deadline
Contact your District Leader informing him/her of the activities that are of concern between SSC and the district.	Each student rep	June 18
Have draft of minutes from this meeting sent to all SSC reps	Jessica Albert	June 30
List of Past SSC members put on the SSC web page	Jessica Albert	July 15
Pictures and info on current SSC members put on the SSC web page	Jessica Albert	July 15
Have complete contact information for all the SS (both officers info and SSA info) in your district. Get support from the staff at ASME headquarters.	Each student rep	August 30
Work on the by-laws paraphrasing and organization for the new SSC scheme	George Doyle	Summer
Develop best practices manual for SDOB structure with nominees for SSC	Membership	August 15
Teleconference, Sept. 4. Check on SLS status in each region	Committee	Sept 4
Contact SS Chairs and SSA at your specific district informing that you are their SSC rep and requesting feedback. Put them up to date on what is developing that will affect their SS.	Each student rep	Sept. 15
Deadline for reviewing the by-laws (e-mailing)	Committee	Sept. 30
Article for the ASME magazine	District A	Oct 30

Next meeting (IMECE 2007) November 10-16, Seattle, WA