



Memphis Area Joint Engineers' Council
DRAFT 2017 -2018
Calendar
10/4/17

September 7, 2017	Monthly Meeting – Development of Calendar
September 28, 2017	Send out October meeting reminder via email
September 30, 2017	Send out Dues Invoices
October 4, 2017	Monthly Meeting – Approval of Calendar
October 25, 2017	Send out November meeting reminder via email
November 1, 2017	Monthly Meeting – Contest Chairman to present Plan for Student Contest
November 13 2017	Secretary distributes school contact information
November 14, 2017	Initiate individual contact with schools re: Student Contest.
November 24, 2017	Send out Request for Selection – Featured Engineers, Featured Engineering Students.
	Send out Request for Nominations M JEC Award of Excellence
November 29, 2017	Send out December meeting reminder via email
November 30, 2017	“Past Due” Dues Notice Sent Out
December 6, 2017	Monthly Meeting - Preliminary Engineers’ Week Plans, Student Contest Progress Report
December 15, 2017	Complete individual contact with schools re: Student Contest.
December 25, 2017	Merry Christmas
December 29, 2017	“Final” Dues Notice Sent Out
January 3, 2018	Send out January meeting reminder via email
January 5, 2018	Reminder for Featured Engineers and Award of Excellence
January 10, 2018	Monthly Meeting
January 19, 2018	Deadline for Nominations – MJEC Award of Excellence
January 26, 2018	Deadline for Selections– Featured Engineers, Featured Engineering Students
January 31, 2018	Send out February meeting reminder via email
January 31, 2018	“Council Membership Inactive” Notices sent out for unpaid dues
February 3, 2018	MathCounts at
February 7, 2018	Monthly Meeting – Final Plans for Engineers’ Week. Invite ECM and TSPE to come for final coordination. PIZZA
February 14, 2018	Engineer's Week Luncheon by ECM – MJEC to present Featured Engineers and Award of Excellence at the U of M Holiday Inn.
February 16, 2018	Deadline for Student Contest registration
February 20, 2018	Order or the Engineer Luncheon at the
February 22, 2018	Engineer's Week Mid-Week Banquet by TSPE – MJEC to recognize Featured Engineering/Engineering Technology Students at the banquet.
February 24, 2018	Student Contest
February 28, 2018	Send out March meeting reminder via email
March 7, 2018	Monthly Meeting – Critique of Engineers Week. Appoint Audit Committee
March 28, 2018	Send out April meeting reminder via email
April 4, 2018	Monthly Meeting - Officer Nominations
April 25, 2018	Send out May meeting reminder via email
May 2, 2018	Monthly Meeting - Audit Committee Report and Election of Officers.