



**Memphis Area Joint Engineers' Council
2015 -2016 Calendar**

10/10/2015

REVISED

11/8/15

September 2, 2015	Monthly Meeting – Development of Calendar
September 23, 2015	Send out October meeting reminder via email
September 25 2015	Send out Dues Invoices
October 7, 2015	Monthly Meeting – Approval of Calendar
October 28, 2015	Send out November meeting reminder via email
November 4, 2015	Monthly Meeting – Contest Chairman to present Plan for Student Contest
November 16, 2015	Secretary distributes school contact information
November 17, 2015	Initiate individual contact with schools re: Student Contest.
November 25, 2015	Send out December meeting reminder via email
November 27, 2015	“Past Due” Dues Notice Sent Out
November 27, 2015	Send out Request for Selection – Featured Engineers, Featured Engineering Students.
	Send out Request for Nominations M JEC Award of Excellence
December 2, 2015	Monthly Meeting - Preliminary Engineers' Week Plans, Student Contest Progress Report
December 11, 2015	Complete individual contact with schools re: Student Contest.
December 24, 2015	Merry Christmas
December 28, 2015	“Final” Dues Notice Sent Out
January 1, 2016	Send out January meeting reminder via email
January 1, 2016	Reminder for Featured Engineers and Award of Excellence
January 6, 2016	Monthly Meeting (Engineer Week information available)
January 27 2016	Send out February meeting reminder via email
January 29, 2016	Deadline for Nominations – MJEC Award of Excellence
January 29, 2016	“Council Membership Inactive” Notices sent out for unpaid dues
February 3, 2016	Monthly Meeting – Final Plans for Engineers' Week. Invite ECM and TSPE to come for final coordination. PIZZA
February 5, 2016	Deadline for Selections– Featured Engineers, Featured Engineering Students
February 6, 2016	MathCounts at STCC
February 19, 2016	Deadline for Student Contest registration
February 21 - 27, 2016	Engineer's Week (Theme: Let's Make a Difference!)
February 23, 2016	Order or the Engineer Luncheon at the Fogleman Executive Center
February 24, 2016	Engineer's Week Luncheon by ECM – MJEC to present Featured Engineers and Award of Excellence at the U of M Holiday Inn.
February 25, 2016	Send out March meeting reminder via email
February 25, 2016	Engineer's Week Mid-Week Banquet by TSPE – MJEC to <i>recognize Featured Engineering/Engineering Technology Students at the banquet.</i>
February 27, 2016	Student Contest
March 2, 2016	Monthly Meeting – Critique of Engineers Week. Appoint Audit Committee.
March 23, 2016	Send out April meeting reminder via email
April 6, 2016	Monthly Meeting - Officer Nominations and Student Contest Debrief
April 22, 2016	Send out May meeting reminder via email
May 4, 2016	Monthly Meeting - Audit Committee Report and Election of Officers.