

Action Items – CCECE04 – November 22, 2003

Action	Responsibility	Status
Send Chair the CCECE05 Chair's name	Administrator	
Contact Awards Chair regarding the awards banquet brochure printed with the CCECE printing	Administrator	Complete
Contact Partners program for update	Administrator	Complete
Contact Bill Kennedy and Mo for assistance from IEEE Canada regarding sanctioned countries	Administrator	Complete
Contact hotel to get two more rooms for the Sunday afternoon	Administrator	Complete
Contact Awards chair to get banquet write up for web	Administrator	Complete
Send proposal from the AV Company to Webmaster to post for committee only	Arrangements Chair	
Talk to Celia regarding running soft skill workshops	CCC Chair	
Order 150-200 IEEE Canada golf shirts	CCC Chair	
Write to the CCECE05 Chair and invite them to attend CCECE04 (waiving the registration fee)	Chair	
Telephone Ray Findlay for clarification on countries the IEEE has sanctions against	Kostas P	
Send the schedule of event to the webmaster to post on the web	Student Activities	
Get seed funding from outstanding CCC sections	Treasurer	
Send CCC Chair breakdown of attendance at 2001	Treasurer	
Update the conference website in order to convey positive progress of the conference planning, benefit of attending etc.	Webmaster & Chair	