

National Engineering Week Plan of Action

Prepared by Dr. Garrett

February 4, 2015

Below are the meeting minutes, activities, and responsible parties for National Engineer Week.

Reminder: Since February 23-27 is midterm week at Atlanta Technical College, this will reduce the impact on daily activities of those involved and increase the likely of a successful event. **It is advised that all faculty involved do not schedule a midterm on Tuesday and Wednesday, February 24-25, 2015.**

Meeting Date: February 4, 2015 Time: 1:00 p.m. – 2:15 p.m. Location: 2219	
Main Points/Activity	Outcome Captured
Meeting Attendees:	Dr. Samuel Afuwape, Mr. Thomas Peoples, Mrs. Faye Evans, Ms. Dreem Penn, Mr. Roy Barnes, Dr. Kristi Garrett, Ms. Aileen Morris, Mrs. Terreta Rodgers, Ms. Michelle Jackson
Monday, February 23, 2015 Activity: Campus Road Tours	<p>A table will be setup at the New Connections (Adult Education) building and at the ATC library.</p> <p>New Connections Time slots for Mr. Peoples: 8:30 – 9:00 a.m. and 10:30-11:00 a.m.</p> <p>ATC Library Time slots for Dr. Afuwape and Mr. Peoples: 1:00-2:00 p.m.</p> <p>Mr. Peoples will set up a table at the entrance of these locations. Brochures will be distributed to attendees.</p> <p>Mr. Peoples will follow up with Mrs. Rodgers to find out about table covers and banners.</p> <p>An attendance sheet will be provided to keep track of the traffic received.</p>

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<p>Tuesday, February 24, 2015 Activity: ATC Student Tour</p>	<p>Time: 10:00- noon</p> <p>Demonstration duration: 15-20 minutes</p> <p>Current ATC students in the electrical systems, commercial wiring, and drafting will have an opportunity tour the engineering labs.</p> <p>Mr. Peoples will schedule tour times for the 4 lattice and stackable programs that feed into the engineering programs.</p> <p>An attendance sheet will be provided to keep track of the traffic received.</p>
<p>Wednesday, February 25, 2015 Activity: Hapeville Academy High School tour at ATC</p>	<p>Approximately 40-50 students will participate in lab demonstrations.</p>
<p>Thursday, February 26, 2015 Activity: Engineering Information at the ATC Health Fair</p>	<p>Mr. Peoples will set up a table at the Health Fair. Brochures will be distributed to attendees.</p> <p>An attendance sheet will be provided to keep track of the traffic received.</p>
<p>Friday, February 27, 2015 Activity: Social Media Broadcast</p>	<p>Mrs. Rodgers will do a social media blast about National Engineer Week at Atlanta Technical College.</p>
<p>Lunch for Students</p>	<p>Option 1: Dean Coquerle has asked her chefs to discuss their schedule capacity and available budget to provide a light lunch.</p> <p>Option 2: Per, Elizabeth King, Director of ATC Foundation suggested that we talk to store managers at Publix and Jason’s Deli on Camp Creek, and Papa John’s pizza to see if they can provide food donations. If food donations are received, ATC can provide the proper 501C3 documentation.</p> <p>Option 3: Dr. Afuwape suggested that students may be able to bring their lunch.</p> <p>The Dining Hall has been reserved for Wednesday, February 25th from 10:00 – noon to provide a central location for refreshments and snacks. This will provide an opportunity for the</p>

	high school students to experience the social atmosphere with ATC students.
Letter Invitation for Hapeville Academy	Dr. Williams is in the process of signing. Dr. Garrett will forward an electronic copy to Dr. Gary Martin, Chair of the Hapeville Academy board.
3D Printing Vendor	<p>Ms. Penn reported the following:</p> <p>The vendor who is supplying my 3D Printer is bring a similar setup to the one we purchased. He also included the following information. All he needs is the number to cater to and the time slots. Read below.</p> <p>VENDOR: Technical Training Aids</p> <p>REPS: John Holt and Chris SolidWorks paraphernalia for giveaways</p> <p>Other Comments: We will bring our Suitecase Siemens PLC Trainer for Industrial Systems. We also have some Process Control Trainers in Aufwape's classroom. We also sell the Fanuc Robot that's on his mechatronics trainer. I will bring my partner Chris along, so one of us can be in each classroom. We'll be able to discuss Engineering, Manufacturing, Mechatronics and the manufacturers who are looking for people with the skills you teach. I think we can do a pretty good job covering all those bases for you.</p>
National Engineer Week Communications	The flyer was reviewed and updates were given to Mrs. Rodgers. She will distribute flyer once it is completed.
Next Meeting	<p>Wednesday, February 11, 2015 at 3:00 p.m.</p> <p>If you can not attend, please delegate a person from your area to attend.</p>

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