Priorities (P)
1 – Urgent
2 – Important
3 – As Soon As Possible
4 – Low
5 – To Be Determined

ASQ Binghamton Section 205

Section Opportunities For Involvement

Date: 10/04/2016

The purpose of this list is to communicate resources needed to perform various tasks that the Binghamton ASQ Section needs to accomplish

#	P	Task Title	Description	Need Date	Responsible	Status
001	2	Company Contact Representative	- Individual who would like to contact and/or visit local companies to encourage management and employees to attend ASQ dinner meetings with the eventual interest in membership.	January 2017		Need Volunteer
002	2	Conference Sponsor Solicitor	- Person or persons who would like to contact local companies to get donations to the Spring conference	January 2017		Mahesh interested – Need to discuss
003	3	Fundraiser Coordinator	Person to coordinate fundraiser activity	December 2016	Executive Committee	8/29 - May combine with item # 5
004	3	Improvement Project List Coordinator	Person to maintain the “Improvement Project List”	As Soon As Possible	Mike Williams	Mike agreed to take over list at 11/3/16 LC meeting