1. Welcome

2. Emerging Professional Events (2-3 events per year)

   a. Past events:
      
      • “Dream Big, Focus Small: Achieve Smarter Goals” (November 28th, 2023)
      
      • Virtual: “Advocacy 101 for Young Professionals” (January 24th, 2024)
         o About 50 attendees, good engagement.
         o Break-out sessions were modified to adjust to attendance.
b. Future Events:
   i. In-person: “Technical Writing and Using Artificial Intelligence Responsibly” (May 2024)
      - Task committee met on 02-19-24 to brainstorm
         a. Begin with speaker (30-45 min)
         b. Table Breakout Sessions utilizing AI platforms
            i. Moderator needed at each table – looking to members of the committee to assist.
            ii. Attendees will be presented with a scenario and will utilize AI to assist with drafting written correspondence.
            iii. Output will be reviewed, fine-tuned by the attendees
            iv. Someone from each table will present input/output, tips/tricks to the room after each “round”
   c. Preliminary scenarios from task committee members/Input from full committee
      - Renamed: *AI Pen to Paper: Revolutionizing Professional Writing*
      - May 22, 2024, at Liter House, 1:30-5:30 (includes networking time)
      - More professional writing, not technical.
      - Shelby reached out to Divyat’s contact.
      - Liz has a contact at IUPUI. Colleen may also have a contact.
      - Consider using different AI platforms to compare.
      - Consider having each group use same scenario to compare results.
      - Still need to determine roundtable topics/scenarios (3 rounds).
      - Possible scenarios:
         a. Email to deliver bad news to a client
         b. Putting together agenda for a meeting
         c. Contacting client to prompt engagement
         d. Present constructive criticism as positively as possible
         e. Consider internal communication versus client communication
      - Volunteers needed to moderate at the tables on 5/22.
   ii. In-person: “Managing Budgets and Expectations on Workflow” (October 2024)
      - Preliminary agenda being developed to discuss financial workflow.
      - Shelby found partial agenda in “Pathway to AEC Professional Success” by PSMJ.
      - Might engage committee further in May for refinement.

3. Review of ACEC Indiana Membership Survey Results
   - Results were reviewed and discussed.
   - PDH component was surprisingly not as important, but the committee agreed it is.
   - PM training is typically done in-house, but interest exists for ACEC to use PSMJ.
   - Overall satisfaction with all levels of engagement.
Ideas to engage different clients were discussed. We need to consider client type (public vs private), availability, complexity, expertise, and location (region).

4. PM Forum
   a. PSMJ PM Bootcamp
      i. April 3-4, 2024
         • Day 1: 8:30 am to 5:00 pm
         • Day 2: 8:00 am to 3:30 pm
      ii. Location: Indianapolis Bar Association, Indianapolis, IN
      iii. As of 2/22, 14 registrants
         • Register by March 20, 2024
         • Cost: $1,795/ACEC Indiana Member
         • 13 pdhs
         • Break-even amount is 15 participants, not worried about achieving.
         • Attendees will be capped at 40 participants.

5. Other Discussion Items
   a. ACEC Indiana partnering with ACEC Ohio for virtual forum opportunities.
      i. Ohio Leading a Vertical and Private Markets Forum (Spring 2024)
         • Was scheduled for 4/17, but not certain (Ohio still not decided).
         • Colleen’s group may take the lead.

6. Action Items/Next Steps
   a. Encourage young professionals from your firm to attend the upcoming technical writing/AI in-person event.
   b. Start thinking about Emerging Professionals at your firm to consider for the Young Engineer of the Year Award.
   c. HOMEWORK! Draft scenario (see example from Beau).

7. Next Meeting Dates
   a. Committee Meeting No. 5 – May 9, 2024

8. Upcoming ACEC Events
   a. ACEC Indiana Membership Orientation: March 5, 2024
   b. PSMJ PM Bootcamp in Partnership with ACEC Indiana: April 3-4th, 2024
   c. Engineering Excellence Awards Ceremony Luncheon 2024: April 25th, 2024
   d. Annual Scholarship Golf Outing 2024: July 11th, 2024
   e. Pinnacle Leadership Series 2024
      i. Need more attendees for the program to occur
      ii. Need 15 attendees by March 15th
      iii. Please encourage participation

Committee Google Folder for resources, minutes & more!
https://drive.google.com/drive/folders/1FbbHhw1ZfZA-sqipe7UVDp3_BqcdtdS?usp=drive_link

ACEC Indiana Professional Development Committee Page:
https://www.acecindiana.org/page/ProfessionalDevelopment