

**Subject: SWECC Meeting #1 Notice**

**Date:** 12/10/98 5:51 AM

**From:** "Tripp, Leonard L" <Leonard.Tripp@PSS.Boeing.com>

To: "Speed, John" <john.speed@mail.capnet.state.tx.us>,

"Ardis, Mark" <maa@research.bell-labs.com>,

"Carver, Doris" <d.carver@computer.org>, "Frailey, Dennis" <d-frailey

"Hoffnagle, Gene" <g.hoffnagle@computer.org>,

"Northrup, Linda" <lmn@sei.cmu.edu>, "Tripp, Leonard" <l.tripp@corr

CC: "Kelly, Anne Marie" <amkelly@computer.org>,

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"Woods, Tracy" <t.woods@computer.org>

4 December 1998

To: Software Engineering Coordinating Committee Subject:  
SWECC Meeting #1

January 28, 29, 1999  
Austin, Texas

Dear Colleague,

The purpose of this letter is to: 1. Announce that Meeting #1 is being hosted by Licensing Committee of the Texas Board of Professional Engineers. Any questions regarding meeting arrangements may be directed to John R. Speed, 512-440-7723. The meeting will start at 8:30 AM each day. The meeting on Friday will be with the Licensing Committee and should be over by noon. The meeting will be held at the Board Room of the Texas Board for Professional Engineers, 1917 IH 35 South, Austin, Texas.

2. Indicate that a bloc of 10 rooms are set aside for the nights of January 27-28, 1999 (departure the morning of the 29th) at the La Quinta Inn, 1603 E Oltorf St., Austin, TX 78741 at the southeast corner of Oltorf and IH 35, just south of the Colorado River and downtown Austin. Each individual must make his/her own reservations by calling 1-800-642-4239 and identify themselves as members of the "Texas Board of Professional Engineers party" with a reservation bloc confirmation number of 52215730. All reservations must be made prior to January 13, 1999 to obtain the rate of \$63.00 per night (plus an additional 15% tax).

The direct number for the hotel itself is 512-447-6661 and its fax number is 512-447-1744. Although the La Quinta does not have a restaurant, a Carrows full-service restaurant is located directly next door for breakfast, and a Luby's Cafeteria is located across the street. The La Quinta has complimentary doughnuts and coffee available each morning.

3. Provide draft agenda (tentative)

Introductions  
Confirm agenda  
Committee Orientation  
1999 Plans and Budgets  
Committee Organization  
Subcommittee  
Procedures  
Project Transition  
Education  
Guide to Software Engineering Body of Knowledge  
New Business

4. Request your response to this meeting notice. Please confirm your attendance e-mail or FAX to the undersigned by 6 January 1999.

Regards

Leonard L. Tripp Dennis J. Frailey  
Chairperson Vice Chairperson  
Software Engineering Coordinating Committee

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cc: Tracy Woods (IEEE CS Coordinator)

Pat Ryan (Administrator)  
John Speed (Texas Board of Professional Engineers, Executive Director)  
Dave Dorchester (Chair, Licensing Committee)

Attachment: List of other committee members and their contact information

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