Subject: SWEcc Meeting and Annual Project Progress Reports
Date: Fri, 14 Jan 2000 17:08:14 -0600
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To: SWEcc Project Leaders
From: SWEcc Executive Committee
Subject: Annual Meeting

The annual SWEcc project progress reports review meeting will occur on
Saturday, March 4 in Austin, Texas on the campus of the University of Texas.
Further details are forthcoming. Action items for you are noted by the symbol
">" in the text below.

This date and location were chosen because they are adjacent to the SW
Engineering Education and Training Conference (March 5-8) and the ACM
SIGCSE conference (March 8-10), being held at the Radisson in Austin. It
was our hope that most of your projects will have at least one person in
Austin at that time.

> *P/ease let us know if you wish to join the 5WEcc*
executive committee for meals on either Friday, March 4 or Saturday,
March 5. > *We can also provide information on lodging in Austin if*
you do not plan to stay at the Radisson as part of the two converences
mentioned above.

This is our annual project report meeting, so we will have a spot on
the agenda for each of our four projects. We prefer that a project
representative be present to give the report and participate in
disucssions that might ensue. If you have a preference for agenda
time for your project, let us know.

> *Please send us your annual report by February 15,*
and let us know by then whether you will have someone
at the meeting.

The specific information we want in the report is as follows:

This should be a report on progress in 1999 and plans for 2000.

General Information:
- summary of the project's goals and objectives
- the current overall (2-3 year) schedule for the project
- the expected outcome / deliverables of the project
- the planned process for achieving the desired results
- a summary of the management and governance structure, including names of key
   individuals involved and any changes since the previous report or proposal
- a budget that shows the total cost for the project, and how the money will
   be spent each year.
- an indication of where the money will come from and in what fiscal
   years it will be needed.

For 1999:
- a summary of significant events and accomplishments
- major accomplishments should be accompanied by additional details
- discussion of any slips in schedule or changes in plans
For 2000:
- a summary description of your plans

We look forward to hearing from you.

Regards,

Dennis J. Frailey   Leonard Tripp