

14 May 1998

To: Software Engineering Coordinating Committee

Subject: SWECC Meeting #3  
July 13, 1999  
Montreal, Quebec

Dear Colleague,

The purpose of this letter is to:

1. Announce that Meeting #3 is being hosted by the University of Quebec at Montreal. Any questions regarding meeting arrangements may be directed to [meeting focal point]. The meeting will start at 8:30 AM. The meeting will be followed on Wednesday and Thursday by a meeting of the Industrial Advisory Board for the Guide to Software Engineering Body of Knowledge project.
2. [Hotel information]
3. Provide draft agenda (tentative)

Introductions Confirm agenda Education  
projects Performance Norm project Ironman  
Phase of Body of Knowledge *project* CY2000  
Plans FY2000 Budget Committee Organization  
Subcommittee Procedures New Business

4. Request your response to this meeting notice. Please confirm your attendance e-mail or FAX to the undersigned by 14 June 1999.

Regards

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cc: Tracy Woods (IEEE CS Coordinator)  
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