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

Leonard L. Tripp   Dennis J. Frailey
Chairperson   Vice Chairperson
Software Engineering Coordinating Committee
Boeing Commercial Airplane   Raytheon Systems Company
P.O. Box 3707, MS 19-RF   PO Box 655012, MS 49
Seattle, WA 98124   Dallas, TX 75265
(206) 662-4437 (voice)   (972) 344-5607
(206) 662-4404 (FAX)   (972) 344-5602
leonard.l.tripp @ boeing.com   D-frailey@ti.com

cc: Tracy Woods (IEEE CS Coordinator)
          Pat Ryan (Administrator)