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Administrative Memorandum A-42-3

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Project Whirlwind
Servomechanisms Laboratory
Massachusetts Institute of Technology
Cambridge, Massachusetts

SUBJECT: BI-WEEKLY REPORTS

To: 6345 Staff and Senior Technicians

From: Jay W. Forrester

Date: December 11, 1947, Revised March 3, 1948
Decimal Classification Revised May 10, 1949
January 31, 1951

A bi-weekly engineering report from each member will be due at 3:00 p.m. on alternate Fridays. These reports will be consolidated on Monday and will be distributed as soon as possible to all staff members.

Comments from each staff member should be concise but should convey the scope of his work. No attempt should be made to give detailed technical discussions, since these bi-weekly reports cannot replace R, E and M series documents. A few well chosen sentences will usually be sufficient.

The following items should be covered:

- A. Nature of present work.
- B. Results of greatest interest.
- C. Future plans.
- D. Difficulties and delays.
- E. Identification of more detailed write-ups in the R, E or M series.

The item D. is of importance since some other member of the Laboratory may be able to assist in providing missing information or materials.

All reports should be on Inter-Office Correspondence Forms which may be obtained from the Instrument Room. The original and first carbon should be left in Room 134. They may be handwritten or typed. Material should be classified as shown in the Decimal Index at the end of this memorandum. Each decimal classification should be on a separate correspondence sheet to facilitate sorting into order for typing. Classifications will be added and deleted as the project work changes.

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Bi-weekly reports will be typed as M-series memoranda. They will be sorted by sections and submitted to the editors.

Section 9.1 on Publications will list all R, E and M series memos which are of general interest and will list material recently added to the library.

Bi-weekly reports on other laboratory projects will be written at the same times and receive limited distribution.


Harrie Fahnestock

for

J. W. Forrester

HF:ap

DECIMAL CLASSIFICATION

BI-WEEKLY REPORT

- 1.0 System Tests
 - 1.1 Whirlwind I System
 - 1.2 Five Digit Multiplier
- 2.0 Circuits and Components
 - 2.1 Circuits by System Number
 - 2.11 Central Control
 - 2.12 Test Storage
 - 2.13 Arithmetic Element and Arithmetic Control
 - 2.14 Input-Output
 - 2.16 Checking Circuits
 - 2.17 Operator's Controls
 - 2.18 Electrostatic Storage Circuits
 - 2.2 Vacuum Tubes and Crystals
 - 2.3 Three Dimensional Magnetic Storage
 - 2.4 Test Equipment
 - 2.5 Basic Circuits
- 3.0 Storage Tubes
 - 3.1 Construction
 - 3.2 Test
 - 3.3 Research and Development
- 4.0 Terminal Equipment
 - 4.1 Typewriter and Tape Punch
 - 4.2 Magnetic Tape
 - 4.3 Display
 - 4.4 Eastman Kodak
- 5.0 Installation and Power
 - 5.1 Power Cabling and Distribution
 - 5.2 Power Supplies and Control
 - 5.3 Video Cabling
- 6.0 Block Diagrams
- 7.0 Checking Methods
 - 7.1 Test Programs
 - 7.2 Display Programs
 - 7.3 Checking Circuits
 - 7.4 Marginal Checking

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8.0 Mathematics

9.0 Facilities and Central Services

- 9.1 Publications
- 9.2 Standards, Purchasing and Stock
- 9.3 Construction
- 9.4 Drafting

10.0 General