

The present plan is to rotate the participation in these meetings in accordance with the following schedule:

<u>Date</u>	<u>Place</u>	<u>MIT Members</u>	<u>IBM Members</u>
June 18, 1953	MIT	Kromer, Best	Ross, Edwards
July 2, 1953	IBM	Best, Jacobs	Crawford, Ross
July 16, 1953	MIT	Jacobs, Papian	Crago, Crawford
August 13, 1953	IBM	Papian, Olsen	Crago, Edwards
August 27, 1953	MIT	Olsen, Kromer	Edwards, Ross
September 10, 1953	IBM	Kromer, Best	Ross, Crawford
September 24, 1953	MIT	Best, Jacobs	Crawford, Crago
October 8, 1953	IBM	Jacobs, Papian	Crago, Edwards
October 22, 1953	MIT	Papian, Olsen	Edwards, Ross


The representation has been limited to two or three members from each organization at each Central Standards Committee meeting in order to achieve a small, workable committee. However, it is important that all members of the Central Standards Committee receive advance information on all items to be discussed at the meetings. For each project (Example: Deposited Carbon Precision Resistors, Block Symbols and Diagrams, etc.), this will include:


- a. The final proposal from the sub-committee.
- b. A tabulation of rejected suggestions regarding the proposal which were received when the proposal was circulated for comments.

The above procedure will give any member who is not scheduled for a meeting the opportunity to submit his comments regarding subjects on the agenda to the members who will attend.

CWW/apk/jg

cc: Bassett Heineck
 Hodgdon Fallows
 Ayer Fahnestock
 Paine Wainwright
 Platt R. N. Sweetland (IBM-6 copies)
 Falcione
 Giordano
 Callahan

Signed 
 C. W. Watt

Approved 
 A. P. Kromer