

Memorandum M-2256

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Digital Computer Laboratory  
Massachusetts Institute of Technology  
Cambridge 39, Massachusetts

SUBJECT: MINUTES OR NOTES OF ENGINEERING DISCUSSIONS BETWEEN  
MIT AND IBM PERSONNEL

To: Division 6 Group Leaders; Group 62 Staff Members and Secretaries

From: A. P. Kromer

Date: July 21, 1953

Abstract: Recording of engineering discussions is vital to orderly progress on our joint project. However, it is necessary to distinguish between such notes which are prepared for possible future reference and documents which represent final decisions and authorization for IBM to complete design and model construction work.

In several instances, minutes or notes covering engineering meetings between representatives of IBM and MIT have been prepared which indicate certain conclusions reached during the meeting. Since much of the work on the project is still in the relatively early stages of development, conclusions reached at one meeting quite frequently are altered at some subsequent time in the light of additional knowledge. With the large number of persons involved in other portions of Lincoln and at IBM, it is important that all minutes of such engineering meetings associated with development work be distinguished from final decisions and authorization which places responsibility upon IBM to proceed with completion of design work and to undertake procurement of materials and construction of the final model equipment.

To clearly distinguish between these, it is requested that the following standard note be used at the beginning of all write-ups or minutes of engineering discussions. These discussions include such things as in-out committee meetings, circuit discussions, logical design or equipment layout discussions, etc.

"These notes summarize discussions of joint IBM-MIT study of the problem and represent the best engineering information currently available. Comments from all parties concerned will be appreciated.

"Decisions in final form will be given in writing by Lincoln Laboratory, Division 6, acting on behalf of the Air Force."


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We have requested IBM to institute the same practice for minutes which are prepared by their personnel.

The formal, signed approval released by Lincoln as referred to above is implemented by means of a letter to IBM signed by Mr. Forrester.

Signed:

  
Arthur P. Kromer

Approved:

  
Robert R. Everett

APK/nmt