MEMORANDUM M-2307

Division 6 - Lincoln Laboratory
Massachusetts Institute of Technology
Cambridge 39, Massachusetts

SUBJECT: PLANNING, SCHEDULING AND ADMINISTERING THE AN/FSQ-7 PROGRAM:
MIT-IBM COMMUNICATION (SUPPLEMENT TO M-2300)

To: AN/FSQ-7 Engineers
From: Jay W. Forrester
Date: July 15, 1953

MIT-IBM COMMUNICATION

Procedure on communication is prescribed to assure that information
will be disseminated to all those who have need for it, and in the case of
communication between MIT and IBM, to avoid possible duplication and needless
work, confusion, and unnecessary visits.

All technical information should be published in the form of E- or
M-notes for MIT engineers and the comparable IBM equivalent for IBM engineers.
Copies of each memorandum should be sent by the issuing organization to the
other organization according to previously prescribed procedures. Notes on
conferences should be treated in the same way as other technical reports.

The use of the teletype (available at MIT in the office of Kroner's
secretary) for communicating between MIT and IBM is strongly encouraged,
particularly since it has the advantage of providing a written record of
what is transmitted. We are attempting to have it equipped with a scrambling
device so that classified information can be transmitted. Kroner's secretary
will cooperate in sending messages.

MIT visits to IBM must be arranged beforehand by Kroner's secretary,
who will get approval of plans by teletype. The person who desires to make
the visit should know when he wants to go, whom he wants to see and where
that person is located, and the purpose of his visit. By having centralized
travel arrangements of this kind, it will often be possible to combine trips
and thus save time and inconvenience for everyone.

Copies of any letters sent by MIT staff to IBM should be supplied
to Everett, Taylor, and Kromer, as well as the usual copy to Forrester.

JWF: gn

Jay W. Forrester
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