

Digital Computer Laboratory
Massachusetts Institute of Technology
Cambridge, Massachusetts

SUBJECT: REORGANIZATION OF S&EC GROUP BIWEEKLY REPORT

To: S&EC Group

From: J. D. Porter

Date: 20 May 1953

Abstract: The biweekly reports of the S&EC Group will now be issued separately from the Division 6 biweekly reports. Reports will be due at noon on alternate Mondays starting 1 June 1953, making the report about a week out of phase with the Division 6 reports. Unclassified information of interest to S&EC programmers will be selected and reprinted from the Division 6 reports.

Introduction:

All work, both classified and unclassified, of Division 6 of Project Lincoln in the Digital Computer Laboratory will be reported biweekly in one classified report with highly restricted distribution. To avoid unnecessarily restricting the distribution of the Scientific and Engineering Computation (S&EC) Group's biweekly reports, these reports will be issued separately. They will be issued in weeks alternating with the weeks during which the classified reports (here referred to as the Division 6 biweekly report) will appear.

Schedule:

Contributions to the S&EC biweekly reports will be due in the hands of the secretary of the S&EC Group by 12 noon on alternate Mondays beginning on 1 June, 1953. Because of the irregularity due to the change in scheduling, the first reports to be handed in on 1 June, 1953, will cover the period from 8 May through 31 May, 1953. Succeeding reports will cover the following two-week periods. In general, late contributions will not be included in the biweekly report being composed. Such late contributions will be set aside and will appear in the succeeding biweekly report. In accordance with the established conditions for the use of S&EC-allocated time, the absence of such a report from an S&EC biweekly report will result in the programmer's losing S&EC-allocated time during the succeeding biweekly period.

Contents:

The S&EC biweekly reports will consist of four principal sections. These may be listed as follows:

1. Summary of S&EC activities
 - a. Computer time analysis
 - b. Individual staff reports on S&EC problem #100 and other internal problems (e.g. summer session programming, etc.).
 - c. Reports on other S&EC problems.
 - d. Summary of notices on changes in programming, facilities available, cautions in using CS, etc.

2. Summary of pertinent unclassified sections of the Division 6 biweekly report
 - a. WWI Operation
System operation, terminal equipment, storage tubes, installation, etc.
 - b. New developments of general interest (unclassified only)
MTC, transistors, WW II, etc.
 - c. Administration
3. Personnel information
4. Library accessions list
 - a. Unclassified material received in the Whittemore library, W2-325
 - b. Material received in the S&EC branch library, Barta-109

Section 2 of the S&EC biweekly report will be compiled by members of the S&EC group on a rotating assignment. For each report, two staff members will be assigned the task of reading the Division 6 biweekly report and selecting the pertinent unclassified sections mentioned above for inclusion in the S&EC biweekly. These summaries will be due by 5 PM on alternate Fridays beginning 29 May 1953. Suitable warning will be given to the staff members affected.

Signed: _____

Jack D. Porter
Jack D. Porter

Approved: _____

CWA
Charles W. Adams

JDP:cwa:mm

APPROVED FOR PUBLIC RELEASE. CASE 06-1104.

Tentative Staff Assignments for Summarizing Division 6 Biweekly Reports

These reports will be obtainable at the proper time from Room 212.

Staff Pair

Summary to be prepared by 5 PM on:

Hazel and Uchiyamada	29 May
Kopley and Porter	12 June
Helwig and Frankovich	26 June
Demurjian and Denman	10 July
Briscoe and Vanderburgh	24 July
Arden and Rotenberg	7 August
etc.	

These assignments can be juggled in case of vacation conflicts. Please notify H. Uchiyamada or J.D.Porter.