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Memorandum L-85

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Digital Computer Laboratory
Massachusetts Institute of Technology
Cambridge, Massachusetts

CLASSIFICATION CHANGED TO:
Auth: DDJSH
By: RRE
Date: 3-15-60

SUBJECT: GROUP LEADERS' MEETING, February 16, 1953

To: Group Leaders

From: David R. Brown

Date: February 26, 1953

Present: Jay W. Forrester, C. W. Adams, D. R. Brown, S. H. Dodd, R. R. Everett,
H. Fahnestock, R. A. Nelson, J. C. Proctor, N. H. Taylor, C. R. Wieser,
and P. Youtz

- Agenda:
1. Comments on Minutes
 2. Errors in Tape Preparation
 3. Personnel
 4. Move to Lexington

1. Comments on Minutes

The minutes of the Group Leaders' Meeting of February 9, 1953, issued in memorandum L-83 should be corrected as follows: Under Item 2, Space and Budget, the sentence which read, "Approximately \$70,000 allocated for the purchase of test equipment probably will not be spent." should be changed to read "Approximately \$20,000 allocated for the purchase of test equipment probably will not be spent." This is necessary to allow for outside construction of equipment which we had planned to build in our own shops. Also under Item 4, Overtime, the sentence which read, "No overtime should be on a regular basis and any overtime should be supervised by a staff member." should be changed to read, "No overtime should be on a regular basis and any overtime should be supervised by a staff member or a foreman."

2. Errors in Tape Preparation

Adams remarked that the reliability of the equipment used for tape preparation has been improved to the point where errors are more likely to be caused by the personnel using the equipment. Suggestions for training personnel or improving the working conditions to decrease the number of errors will be welcomed.

Taylor remarked that IBM card equipment might be more suitable than tape equipment. The card equipment we expect to have for MTC can be compared with the Flexowriter equipment.

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3. Personnel

Both the Division 6 and the Lincoln Laboratory as a whole appear to be close to the limit of the budgets for fiscal '53 and '54. This places a limit upon our staff. We must re-examine our present staff, the work it is doing, and the efficiency at which we are using our present facilities. Very few additions to the staff will be made and any additions must be approved by Dr. Hill. Non-staff requisitions will require approval, at least in the case of new non-staff positions. The temporary limit on new staff for Division 6 is seven new staff after March 1. This is exclusive of replacements. If only seven new staff members are assumed, considering the number of replacements required by the Laboratory and the number of outstanding offers which might be accepted after March 1, we now have approximately three openings. These three must be filled with great care so that our most important needs come first. This will to some extent require a re-examination of the laboratory program to make best use of our present staff and to keep our most valuable staff members. Thirty percent of the present recruiting effort is to obtain replacement staff; this effort will continue.

4. Move to Lexington

The move to Lexington can now be announced to the laboratory. The pressure to move will increase during the next year, and we may not be able to keep any space in the Whittemore Building. Space has been assigned in Lexington in Buildings A, B, C, and D. WWII will be placed in the basement of Building A. Approximately one third of Building B will be used for electronic work. The ceramics work will be placed in the first floor of Building C. Also space is available in Building D. The plans for partitions, power, etc., in Building D are due on February 25 and for the balance of the space by April 1. The move will take place sometime between October, 1953, and June, 1954. Most research assistants should have finished their course work by this time and will be able to complete their theses in Lexington. Any cases which are problems should be treated individually. The transfer of non-staff from Cambridge to Lexington may create more problems than the staff transfer.

Signed

*David R. Brown*David R. Brown
Secretary

Drs/jk

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