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Memorandum L-106

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Digital Computer Laboratory
 Massachusetts Institute of Technology
 Cambridge, Massachusetts

CLASSIFICATION CHANGED TO:
 Auth: DD234
 By: RRS
 Date: 3-15-60

SUBJECT: GROUP LEADERS' MEETING, June 29, 1953

To: Group Leaders

From: David R. Brown

Date: June 30, 1953

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

- Agenda:
1. Technical Meetings to be Held After the Group Leaders' Meetings
 2. Outside Distribution of Technical Information
 3. Entertainment
 4. Academic Standing of Staff
 5. Staff Vacation Plans
 6. BOMARC Meeting
 7. Air Force Training
 8. BTL-ARDC Meeting
 9. IBM Ferrite Research and Development Program
 10. Cape Cod System

1. Technical Meetings to be Held After the Group Leaders' Meetings

In the future, technical meetings to be held after the Group Leaders' Meetings on Monday afternoons to discuss the Cape Cod and FSQ-7 Program will be held only when specifically planned. Group Leaders will invite those who should attend. On Monday, July 6, such a meeting will be held at 3:30 to discuss design plans for the FSQ-7.

2. Outside Distribution of Technical Information

The rules for sending technical information outside the laboratory as set down in the minutes of the Group Leaders' Meeting, June 15, 1953, Memorandum L-101, were modified. At the previous meeting, it was stated that no drawings, reports, engineering notes, memoranda, printed matter, etc., should be sent to outsiders except in answer to requests made to Forrester's office through appropriate Air Force channels. This procedure need not be applied to regular laboratory business, but any requests from the outside for reports may be referred to such a procedure. It is expected that there will be cases where we will send reports outside where the request will not reach us through Air Force channels. Proctor should approve and be informed of reports, memoranda, etc., sent to outsiders.

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Proctor will determine what procedure should be used for Lincoln Laboratory reports.

3. Entertainment

The Lincoln Laboratory Entertainment Account, L-6994, may be used to charge meals for entertainment of laboratory guests at the Faculty Club, or from petty cash when the entertainment is done elsewhere. The entertainment account should be used with discretion and, in general, is not available for junior staff use. Proctor and Nelson will make recommendations for authorization to use the entertainment account and to review the use of an entertainment account.

Project High personnel are expected to pay their own way when they visit the Lincoln Laboratory.

4. Academic Standing of Staff

During the last semester, all Research Assistants assigned to the laboratory had good or acceptable scholastic records. Grade-point averages ranged from 0.325 to 0.500. Three special students received warnings.

5. Staff Vacation Plans

Proctor should be informed of vacation plans of all staff. Group Leaders have the following schedule: Forrester, no vacation in July; Everett, early August; Wieser, two weeks beginning July 6; P. Youtz, two weeks in August; Taylor, unknown; S. Dodd, three weeks beginning July 6; Fahnestock, two weeks beginning July 6; Brown, two weeks in September or October; Proctor, two weeks beginning August 3.

6. BOMARC Meeting

The Lincoln Transition System now has the responsibility to provide ground control for BOMARC. Linvill's section will devote more effort to this phase of the program. Some responsibility also rests in Division 2. A. G. Hill, G. E. Valley, and J. W. Forrester will visit Boeing during the week of July 20. Forrester has a copy of UMM-114.

7. Air Force Training

The Air Force has set up a program for the training of officers in digital computation. Four men will start a training program at MIT in the fall. The Graduate School may set up classified courses on digital computers for automatic control.

8. BTL-ARDC Meeting

A program is being set up to have Western Electric and Bell Laboratories carry out some aspects of installation of the Transition System. They will handle the parts outside of the Lincoln Laboratory program, such as the construction of sites, lines, roads, etc. Some work has already begun.

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BTL also has another job to investigate the Air Defense situation and advise the Air Force. This investigation includes the Lincoln Laboratory Transition System.

9. IBM Ferrite Research and Development Program

Brown has been advised by John Little of IBM that High Street has arranged a sub-contract for ferrite research and development with the Research Department and Component Development Department of IBM. Those immediately in charge of the research and development program include: Dr. Lloyd Hunter, Mr. John Little, and Dr. Mike Haynes.

10 Cape Cod System

Installation of the Cape Cod System was to have been completed July 1. Some noise has been encountered on the 'scope deflection lines and several other difficulties have arisen as a result of the rapid pace of the program. At the present time, the activate register is causing trouble and is in the shop. It is expected to be out of the shop July 7 and system debugging to begin soon after that. Also, considerable trouble has been caused by a failure of the mappers to operate properly. Wieser will prepare a memorandum for Forrester stating why the mappers are not operating.

Signed

David R. Brown

David H. Brown
Secretary

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