

Memorandum L-39

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Digital Computer Laboratory
Massachusetts Institute of Technology
Cambridge, Massachusetts

CLASSIFICATION CHANGED TO:
Auth: <i>DD-254</i>
By: <i>RRE</i>
Date: <i>3-15-60</i>

SUBJECT: GROUP LEADERS' MEETING, April 21, 1952

To: Group Leaders

From: David R. Brown

Date: April 22, 1952

Attending: Jay W. Forrester, C. W. Adams, D. R. Brown, S. H. Dodd,
R. R. Everett, H. Fahnestock, N. H. Taylor, P. Youtz

- Agenda: 1. Test Equipment
2. Administrative Forms and Memoranda
3. Indoctrination Program

1. Test Equipment

Everett asked if the present test equipment situation was being handled adequately. Should the Test Equipment Committee be reactivated?

Taylor stated that he was looking for someone to have responsibility for the purchase of test equipment and determining needs.

Everett replied that there were two aspects to the problem--one, purchasing, and two, the standardization of equipment we build here.

Taylor stated that he thought that it was too early to standardize on the type of equipment which we build here.

Brown stated that in the case of two panels of test equipment recently constructed, the sketches which were turned over to the shop were inadequate and not standard, causing considerable delay and confusion in the shop. The sketches are now being made into drawings in the drafting room and the design is being improved considerably so that the second model will be constructed in the shop expeditiously.

Taylor stated that someone in Watt's group should check and expedite jobs of that sort.

Fahnestock stated that test equipment is used by all groups. The coordinator should be in Group 60 or there should be a committee to do the coordination.

Forrester replied that he would prefer a technical committee.

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Dodd asked if the character of the Test Equipment Committee has not changed. Its function used to be mainly to standardize all jobs done within the lab. This has been accomplished. Now we are expanding and most test equipment is bought from the outside.

Everett stated that the Test Equipment Committee should not have the old form, but some of the functions provided by the Test Committee in the past are badly needed now.

Forrester asked if we could have one man in Group 60 as chairman of the Test Equipment Committee composed of technical representatives from the different groups. If the Group 60 chairman is chosen, he should put in the time to do the job adequately.

Fahnestock pointed out that most of the new test equipment will be for work with magnetic cores.

Forrester pointed out that we must be careful that the test equipment we use does not unduly influence WWII design.

Taylor replied that we must think about the addition of certain pieces of test equipment for biasing cores, etc.

Forrester stated that the person who handles the test equipment should be a good technical man.

Everett stated that we should consider the use of plug-in test equipment.

Dodd pointed out that the number of plug-in units on order is probably inadequate.

Everett asked if Herb Platt would be available for work on test equipment.

Taylor stated that he wants to work on magnetic cores or transistors.

Youtz stated that he wants to do circuit design and probably would not be as interested in test equipment.

Taylor stated that Platt can be put on circuit design and that this will help the test equipment situation. The Test Equipment Committee will need a man to follow the details and keep adequate records. At the present time, K. Best, D. Brown, J. Jacobs, W. Papian and N. Taylor are acting as the Test Equipment Committee for the Whittemore Building. The job could be done better if an assistant were available to follow up on the details.

Everett suggested that a technical assistant could cover much of this work.

Dodd pointed out that Mercer does very well in the Systems Group

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and that an assistant of that type would be a good solution.

Everett suggested that a Test Equipment Committee be formed and that the committee get itself an assistant.

After some discussion, the following committee members were appointed: E. Rich, representing Group 61; R. Best and possibly N. Taylor, representing Group 62; D. Brown, representing Group 63; J. O'Brien, representing Group 64; and C. Corderman, representing Group 65.

Fahnestock and Everett will consider the assignment of an assistant to the Committee. Brown will be chairman.

2. Administrative Forms and Memoranda

Dodd asked if the "red tape" in the lab were getting to be too much. The recent library form appears to be quite useless. Also, abstracts on memoranda have deteriorated to the point where they frequently contain little or no information.

Fahnestock suggested that since the members of this group have to approve memoranda, they have an opportunity to improve the situation.

3. Indoctrination Program

Taylor suggested that the indoctrination of personnel arriving this June be considered at the next Group Leaders' Meeting.

Forrester asked if the new conference room on the third floor of Building 2 will be complete with projecting facilities by the time June staff arrives. He also asked if anyone were interested in a new Bell and Howell projector having a magnetic sound track which permits the addition of sound to a processed film.

Signed

David R. Brown

David R. Brown
Secretary

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