

LHW-11
Forrester

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Page 1 of 2

Memorandum L-139

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

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SUBJECT: GROUP LEADERS' MEETING, February 1, 1954

To: Group Leaders

From: David R. Brown

Date: February 2, 1954

Present: J. W. Forrester, C. W. Adams, D. R. Brown, S. H. Dodd, R. R. Everett, J. C. Proctor, N. H. Taylor, C. R. Weiser, P. Youtz, for items 1 and 2, John B. Bennett, and for item 3, R. A. Nelson

- Agenda:**
1. Quarterly Progress Report
 2. Summary Report
 3. Budget for Fiscal 1955
 4. IBM Time Schedules

1. Quarterly Progress Report

The Division 6 Quarterly Progress Report dated August 15, 1953, will be distributed sometime during the next two weeks. The report dated December 15, 1953, is approximately 70 percent completed, and will be sent to the Lincoln Laboratory Publications Office during the week of February 8. February 28 is the end of the current quarter. Copy for the quarterly report should be submitted to the Lincoln Laboratory Publications Office by March 15. So that the Division 6 Publications Section will have adequate time for reviewing rough copy with the authors, material should be submitted to J. B. Bennett by February 15.

An editor will be appointed by each group to organize his group's report. The important aspects of the work will receive greatest emphasis. This is expected to result in a less lengthy report where minor developments would receive only brief treatment. The appointed editors, working with J. B. Bennett, will prepare a detailed outline, including some descriptive material and a list of illustrations. This outline will be discussed at the Group Leaders' Meeting on February 8. Editors are appointed as follows:

- Group 60 - J. B. Bennett
- Group 61 - H. D. Bennington
- Group 62 - W. N. Papian
- Group 63 - J. R. Freeman, Jr.
- Group 64 - K. E. McVicar
- Group 65 - P. Youtz

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Memorandum L- 139

Page 2 of 2

2. Summary Report

C. W. Adams has responsibility for the ONR Summary Report. This includes some material on WWI maintenance, installation, and operation. C. W. Adams will, as before, arrange with S. H. Dodd for the inclusion of WWI technical information in the Summary Report.

3. Budget for Fiscal 1955

Division 6 had 186 staff members in November, 1953, and anticipates 218 staff members during fiscal 1955. The Division had a total of 479 personnel in November, 1953, and anticipates a total of 513 in fiscal 1955. R. A. Nelson is preparing cost estimates based on these requirements.

Of the accounts for extraordinary expenditures during fiscal 1954, several will not be continued in fiscal 1955. In some cases, expenditures estimated for fiscal 1954 were not made in 1954, but are planned for fiscal 1955. Four new accounts were added to the extraordinary expenditure budget for fiscal 1955. R. A. Nelson is preparing an extraordinary expenditure budget which will include account numbers, descriptions of the account, and estimated costs.

4. IBM Time Schedules

S. H. Dodd discussed time schedules at Poughkeepsie last week with R. Crago, J. Hunton, G. Mills, and J. Coombs. A careful review of the detailed time schedules has disclosed that IBM is falling behind schedule. The tendency to underestimate the time schedule is general and failures to meet the schedule are noted even after one month. Procurement is also causing some delays. Responsibility and coordination for various aspects of the program are not clearly defined and result in some delays. G. Mills and J. Hunton have prepared a new time schedule believed to be more realistic. On the basis of this new schedule, the central computer cannot be delivered until four months after the originally scheduled date. A strong effort will be required to prevent the delay from being greater than four months.

We must first learn the reaction of IBM management to this delay. After learning what steps IBM proposes to reduce or hold the delay, the Lincoln Laboratory must consider how it can help the IBM program. We should indicate to IBM our willingness to help in every way we can.

Signed

David R. Brown
David R. Brown
Secretary

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