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

SUBJECT: GROUP LEADERS' MEETING, May 17, 1954

To: Group Leaders

From: David R. Brown

Date: May 18, 1954

Present: J. W. Forrester, C. W. Adams, D. R. Brown, S. H. Dodd,
 R. R. Everett, A. P. Kromer, J. C. Proctor, G. R. Wieser.
 For item 1, J. B. Bennett, for items 1 and 2, R. A. Nelson,
 for item 9, J. D. Bassett, W. A. Kates, R. J. Horn,
 F. F. Manning, E. J. Stevens, F. E. Vinal, and H. Wainwright

- Agenda:
1. Quarterly Progress Report
 2. Planning and Control Office
 3. Staff Salary Review
 4. Rotary Press for Ferrite Memory Cores
 5. General Ceramics
 6. Memory-Core Development at RCA
 7. Building 10 Program
 8. Duplex Central Planning
 9. Move to Lexington

1. Quarterly Progress Report

The March 15 Quarterly Progress Report was to have been in two parts, Part I to include four feature articles and Part II to be similar to previous Quarterly Progress Reports. The feature articles will be omitted from the March 15 report. The draft of Part II, now the complete report, is now being typed for J. W. Forrester's approval.

The June 15 Quarterly Progress Report is to be in two parts. Part I to include feature articles selected from the feature articles prepared for the March 15 report and those originally scheduled for the June 15 report. The June 15 report is to be submitted to Lincoln Laboratory Publications by June 1. This will require that those assigned to work on this report will have to devote nearly all their time to the job during the next few weeks. Some time will be required of the Group Leaders also. Part I of the June 15 report will include the following feature articles: Magnetic-Core Production and Testing by J. R. Freeman, FSQ-7 (XD-1) Physical Layout by C. W. Watt, ADC Controllers Visit by C. Zrakat, MTC by E. Farley, and possibly the article on XD-1 Logic by H. D. Bennington.

Editors for Part II, not authors of feature articles, should be appointed for each group.

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2. Planning and Control Office

Lincoln Laboratory relationships with ADES require formalization of procedures in the Planning and Control Office. Procedures should be more like those employed in the IBM Engineering Design Office. ADES requests for information should be submitted in writing and together with the Laboratory's response to the request should receive wide distribution. Greater use should be made of M-series memoranda for material of any lasting value. A clear distinction should be made by an appropriate note on the memorandum that the material is either preliminary and unofficial or that it is an official statement. Official releases should justify the conclusions reached, list organizations and people consulted, and include a distribution list for the release.

A well-organized Planning and Control Office with someone on duty in the office at all times will be necessary. Lincoln Laboratory must be well coordinated if satisfactory relationships with ADES are to be maintained. A. P. Kromer will prepare a draft of an internal memorandum and of a letter to ADES setting up procedures for the exchange of information. The internal memorandum will include a list of the functions of the Planning and Control Office.

A list of senior laboratory representatives should be prepared, one of whom should attend any meeting relating to the transition system. They will represent the Planning and Control Office and the Lincoln Laboratory.

3. Staff Salary Review

Previous ground rules have been swept away. All staff members whose salaries can be calculated by the formula used for establishing the starting salary for new employees will receive an adjustment if their present salary is lower than the calculated salary. In addition, merit increases may average \$25 per staff member.

4. Rotary Press for Ferrite Memory Cores

A precision 16-station rotary press for the production of ferrite memory cores is being manufactured by the Colton Press Company of Detroit. Acceptance tests for the press ordered by IBM have resulted in fracture of a number of the die punches, indicating a serious misalignment. Work on the press ordered by MIT has been halted pending satisfactory operation of the IBM press. A. Smith and L. Smith, Division 6 mechanical designers, are spending considerable time working with the Colton Press Company and IBM in the development of a satisfactory press.

5. General Ceramics

J. M. West, contract negotiator for the Lincoln Laboratory, and D. R. Brown will visit General Ceramics on May 20 to discuss sub-contractual development at General Ceramics. Emphasis is being placed

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on the improvement of memory-core materials and the development of satisfactory materials for switching circuits and stepping registers.

J. W. Forrester has suggested to R. L. Palmer, J. M. Coombs, and C. Lynch that procedures for ordering production cores from General Ceramics be discussed with General Ceramics management.

The next time W. N. Papian and/or D. R. Brown are in Poughkeepsie they should ask J. M. Coombs if he would like them to discuss the ferrite-memory-core situation with R. L. Palmer. The discussion should consider our system in relation to the system proposed by International Telemeter Corp.

6. Memory-Core Development at RCA

D. R. Brown attended a meeting at RCA Victor, Camden, New Jersey, on May 13 to discuss the development of ferrite memory cores. RCA has recently produced several satisfactory small lots of cores. The next step will be to determine lot-to-lot uniformity.

7. Building 10 Program

Several Research Assistants will be moved to Building 10 within the next few weeks. Portable power supplies will be used until the larger supplies can be moved from the Whittemore Building to Building 10.

8. Duplex Central Planning

The first duplex central planning report has been issued. It is important that this report be carefully read and that the reader's comments be made know. A revised proposal will be issued on July 1 and final specifications by September 1, 1954.

9. Move to Lexington

Buildings C and D will be ready for occupancy on June 1 and Building B will be ready sometime after July 1. All drawings showing space assignments, location of benches, furniture, etc., have been finished and submitted, and a moving schedule has been prepared by H. Wainwright. MTC is scheduled to begin moving on June 7, followed by the stockroom on June 19. By July 17 all of Whittemore Building is to have been moved to Lexington. As floors of the Whittemore Building are vacated, they may be made available to the Instrumentation Laboratory.

Because of the uncertainty of the date when Building B will be ready for occupancy, it may be better to move in June all activities which are to move to Buildings C and D. If the Group 63 chemistry and ceramics laboratories, J. B. Bennett's offices, and Group 61 offices move in June, A. P. Kromer's office could move to temporary quarters at the same time so that the entire fourth floor would be vacated.

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The moving schedule prepared by Division 6 was submitted to Division 1 on May 3, but Division 1's comments have not yet been received.

Power distribution in the Lexington Buildings will be complete by June 7.

Signed

David R. Brown
David R. Brown
Secretary

DRE/jk

cc: A. P. Kromer
W. K. Linvill

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