

Administrative Memorandum A-42-5

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Digital Computer Laboratory  
Massachusetts Institute of Technology  
Cambridge 39, Massachusetts

SUBJECT: BIWEEKLY REPORTS

To: Laboratory Staff and Secretaries

From: J. B. Bennett

Date: May 19, 1953

Reference: Supersedes A-42-4

Abstract: Biweekly reports are requested from each staff member to facilitate information interchange and to assist in laboratory coordination. To help meet these objectives some changes are being made in the organization and preparation of the biweekly report. Comments should be concise but convey the scope of the work done during the period. Responsibilities of groups and group leaders are explained and an outline for the revised biweekly report attached.

Biweekly progress reports on engineering, administration, and services are due from each staff member at 3:00 PM on alternate Fridays. A reminder will be given on the public-address system on the day the report is due. All entries should be prepared on Inter-Office Correspondence forms and submitted in duplicate. Members of Groups 61, 62, 63, 64, and 65 will submit their reports to their respective group leaders. Members of Group 60 whose reports fall into one of the classifications of Section III of the attached outline will hand-carry their reports to the Publications Section on or before the 3:00 PM deadline; members of Group 60 whose reports do not fall into one of the classifications of Section III will submit their reports to the leader of that group with which their report has the closest connection (a report on power distribution for WWI, for instance, would be submitted to the Leader of Group 64). Henceforth, Project 6345 will publish its own biweekly report in accordance with instructions issued by the Project supervisor.

Individual reports should be concise but should convey the scope of the two weeks' work. No attempt should be made to give detailed technical discussions, since these biweekly reports cannot replace R, E, and M series documents. A few well-chosen sentences will usually be sufficient.

The following items should be covered:

1. Nature of present work.
2. Results of greatest interest.
3. Future plans.
4. Difficulties and delays.
5. Identification of more detailed write-ups in the R, E, and M series.

Item 4 is of importance since other members of the Laboratory may be able to assist in providing missing information or materials.

The overall classification of the biweekly report will be "Confidential." However, individual entries will be so classified only when their contents demand it; all remaining entries will be unclassified.

Upon receipt of all entries from his Group, it will be the responsibility of the Group Leader (or a designated alternate) to:

1. Check individual reports for completeness and proper security classification (to be marked on each report, even if unclassified).
2. Where possible, consolidate or eliminate to avoid duplication.
3. When applicable, arrange entries in the desired order and number items serially so that the order may be retained in publication.
4. Forward, together with his own report, to reach Publications no later than 10:00 AM of the following Monday.

Biweekly reports will be published and distributed as M-series memoranda by the Publications Section.

Signed.....  
J. B. Bennett

Approved.....  
J. W. Forrester

JBB:ap

BIWEEKLY REPORT OUTLINE

Section I Cape Cod System

- 1.1 Group 61
- 1.2 Group 64
- 1.3 Group 65

Section II Whirlwind II

- 2.1 Group 62
- 2.2 Group 63

Section III Central Services

- 3.1 Publications
- 3.2 Purchasing and Stock
- 3.3 Construction
- 3.4 Component Analysis and Standards
- 3.5 Test Equipment
- 3.6 Drafting
- 3.7 Administration and Personnel

NOTE:

1. Entries previously treated separately (e.g., Block Diagrams, Power Distribution) are now to be included in Section I or Section II, depending upon the subject matter of the entry.
2. Titles of entries within any of the subsections of this outline will be chosen by the writer or his Group Leader.