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Administrative Memorandum A-42-2

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Project Whirlwind
Servomechanisms Laboratory
Massachusetts Institute of Technology
Cambridge, Massachusetts

SUBJECT: BI-WEEKLY REPORTS

To: 6345 Staff and Senior Technicians

From: Jay W. Forrester

Date: December 11, 1947, Revised March 3, 1948, Revised May 10, 1949

Decimal Classification

The first bi-weekly engineering report from each member will be due at 3:00 p.m. on Friday, December 12, 1947, and each second Friday thereafter. These reports will be consolidated on Monday and will be distributed as soon as possible to all staff members.

Comments from each staff member should be concise but should convey the scope of his work. No attempt should be made to give detailed technical discussions, since these bi-weekly reports cannot replace R, E and M series documents. A few well chosen sentences will usually be sufficient.

The following items should be covered:

- A. Nature of present work.
- B. Results of greatest interest.
- C. Future plans.
- D. Difficulties and delays.
- E. Identification of more detailed write-ups in the R, E or M series.

The Item D. is of importance since some other member of the Laboratory may be able to assist in providing missing information or materials.

All reports should be on Inter-Office Correspondence Forms which may be obtained from the Instrument Room. The original and first carbon should be left in Room 108. They may be handwritten or typed. Material should be classified as shown in the Decimal Index at the end of this memorandum. Each decimal classification should be on a separate correspondence sheet to facilitate sorting into order for typing. Classifications will be added and deleted as the project work changes.

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Bi-weekly reports will be typed as M-series memoranda. They will be sorted by sections and submitted to the section editor as shown at the end of this memo.

Section 9 will be used for general information on the drafting and laboratory loads and on facilities and services which may be available.

Section 9.1 on publications will list all R, E and M series memos which are of general interest and will list material recently added to the library.

Bi-weekly reports on the Air Traffic Control Project 6673 will be submitted similarly at the same time but will be consolidated and issued as a 6673 memorandum and not included in the 6345 bi-weekly.



Jay W. Forrester

JWF:bc

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DECIMAL CLASSIFICATION

BI-WEEKLY REPORT

1.0 Systems Tests

- 1.1 Whirlwind I System Test
- 1.2 Storage Tube Reliability Tester
- 1.3 Five Digit Multiplier

2.0 Circuits and Components

2.1 Circuits by System Number

- 100 Central Control
- 101 Pulse Generator
- 102 Program Counter
- 103 Program Register
- 104 Control Switch
- 105 Control Matrix
- 106 Time Pulse Distributor
- 108 ES-TS Selector
- 109 Clock Pulse Control
- 110 Frequency Divider
- 111 Synchronizer
- 112 Restorer Pulse Generator

- 200 Test Storage
- 201 Test Storage Switch
- 202 Toggle Switch Storage
- 203 Flip-flop Storage

- 300 Arithmetic Element
- 301 A-Register
- 302 Accumulator
- 303 B-Register
- 304 Sign Control
- 305 Step Counter
- 306 Multiply Control
- 307 Shift Control
- 308 Divide Control
- 309 Overflow and Special Add Memory
- 310 Point Off Control

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400 Input-Output Element
403 In-Out Register
404 Comparison Register
410 In-Out Control
411 In-Out Interlock
412 In-Out Synchronizer

600 Checking Circuits
601 Check Register
602 Alarm Indication

700 Console

800 ES Circuits
810 ES Control
811 ES Delay Counter
812 ES Control Pulse Distributor
813 ES Section Selector
814 ES Control Matrix
820 ES Deflection
830 ES Sections

2.2 Whirlwind I Drawing List

2.3 Driver Circuits

2.4 Basic Circuits

2.5 Tubes and Components

2.6 Test Equipment

2.7 Unclassified

3.0 Storage Tubes

3.1 Construction

3.2 Test

3.3 Research and Development

3.4 Unclassified

4.0 Input-Output Equipment

4.1 Eastman Kodak

4.2 Display

4.3 Teletype

4.4 Unclassified

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- 5.0 Installation and Power
 - 5.1 Power Cabling and Distribution
 - 5.2 Power Supplies and Control
 - 5.3 Video Cabling
 - 5.4 Unclassified
- 6.0 Block Diagrams
- 7.0 Checking Methods
- 8.0 Mathematics
- 9.0 Facilities and Central Services
 - 9.1 Publications
 - 9.2 Standards, Purchasing, and Stock
 - 9.3 Construction
 - 9.4 Drafting
 - 9.5 Nomenclature
 - 9.5 Time Schedules
 - 9.7 Unclassified
- 10.0 General

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<u>Section</u>	<u>Editors</u>
1.0 Systems Tests	Dodd/Fahnestock
2.0 Circuits and Components	Dodd/Fahnestock
3.0 Storage Tubes	Dodd/Youtz
4.0 Input-Output Equipment	Rich
5.0 Installation and Power	Fahnestock
6.0 Block Diagrams	Everett
7.0 Checking Methods	Everett
8.0 Mathematics	Franklin
9.0 Facilities and Central Services	Boyd
10.0 General	Forrester