

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

SUBJECT: PLANNING, SCHEDULING AND ADMINISTERING THE AN/FSQ-7 PROGRAM:  
MIT-IBM COMMUNICATION (SUPPLEMENT TO M-2300)

To: AN/FSQ-7 Engineers

From: Jay W. Forrester

Date: July 15, 1953

MIT-IBM COMMUNICATION

Procedure on communication is prescribed to assure that information will be disseminated to all those who have need for it, and in the case of communication between MIT and IBM, to avoid possible duplication and needless work, confusion, and unnecessary visits.

All technical information should be published in the form of E- or M-notes for MIT engineers and the comparable IBM equivalent for IBM engineers. Copies of each memorandum should be sent by the issuing organization to the other organization according to previously prescribed procedures. Notes on conferences should be treated in the same way as other technical reports.

The use of the teletype (available at MIT in the office of Kromer's secretary) for communicating between MIT and IBM is strongly encouraged, particularly since it has the advantage of providing a written record of what is transmitted. We are attempting to have it equipped with a scrambling device so that classified information can be transmitted. Kromer's secretary will cooperate in sending messages.

MIT visits to IPM must be arranged beforehand by Kromer's secretary, who will get approval of plans by teletype. The person who desires to make the visit should know when he wants to go, whom he wants to see and where that person is located, and the purpose of his visit. By having centralized travel arrangements of this kind, it will often be possible to combine trips and thus save time and inconvenience for everyone.

Copies of any letters sent by MIT staff to IBM should be supplied to Everett, Taylor, and Kromer, as well as the usual copy to Forrester.

  
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Jay W. Forrester

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