

~~CONFIDENTIAL~~  
UNCLASSIFIED

Memorandum L-109

Page 1 of 2

Digital Computer Laboratory  
Massachusetts Institute of Technology  
Cambridge, MassachusettsCLASSIFICATION CHANGED TO:  
Auth: 70254  
By: PRE  
Date: 3-15-60SUBJECT: GROUP LEADERS' MEETING, July 13, 1953

To: Group Leaders

From: David R. Brown

Date: July 17, 1953

Present: Jay W. Forrester, C. W. Adams, D. R. Brown, R. R. Everett,  
J. C. Proctor, N. H. Taylor, and P. Youtz

- Agenda:
1. Order for FSQ-7 Cores
  2. Lincoln Laboratory Mail Pickup
  3. Clearance for Publications
  4. Tape Preparation for MTC
  5. Use of WWI by Adams' Group
  6. Identification of Reports
  7. Component Studies
  8. New Staff

1. Order for FSQ-7 Cores

Mr. J. A. Crane, Manager of Engineering Purchasing for IBM, has written letters to General Ceramics and RCA asking for quotations on 250,000 good ferrite memory cores for the FSQ-7 with the following delivery schedule: 75,000 by September 15, 75,000 by October 15, and 100,000 by November 15.

2. Lincoln Laboratory Mail Pickup

One letter which was sent to the Lincoln Laboratory Mail Room for mailing was returned from the post office for additional postage. This is the first reported instance of such an error in the mail service.

3. Clearance for Publication

A clearance request for a talk to be given at RCA Laboratories was initiated June 10, but did not reach RCA Laboratories until after the talk on June 22. In this case, insufficient time was allowed. Requests for clearance of publications and talks should be made as soon as possible after knowledge of the publication or talk is obtained. In no cases should clearance be made less than two weeks before the required delivery date.

4. Tape Preparation for MTC

During the next eight months, when MTC is in the Whittemore Building, Adams' tape room will be used for preparation of tape for MTC. In the meantime,

~~CONFIDENTIAL~~  
UNCLASSIFIED

SECURITY INFORMATION

~~CONFIDENTIAL~~  
UNCLASSIFIED

Memorandum L-109

Page 2 of 2

Adams and Wieser will work out a program for training tape-room operators and setting up a tape room in Lexington. Training should start before the move to Lexington.

5. Use of WWI by Adams' Group

Adams will make arrangements with Wieser and Dodd for use of WWI during daylight hours for the Summer Session and the ACM Meeting.

6. Identification of Reports

Unclassified reports should be identified with the Lincoln Laboratory. Our present distribution system is satisfactory, but a report should be sent to the Lincoln Laboratory Publications Office of all classified and unclassified Lincoln Laboratory material sent out. The Lincoln Laboratory heading should be included on our reports. Any reports which go outside should also include the contract number and give credit to the military services for sponsorship.

7. Component Studies

An assistant is needed for B. Paine to carry out investigation of components. Herb Platt has taken a great interest in this type of work and is probably the best candidate.

8. New Staff

Our efforts to obtain some outstanding new staff members should be renewed. Our best method is to contact personal friends of present staff members.

Signed

*David R. Brown*

David R. Brown  
Secretary

DRB/jk

UNCLASSIFIED

~~CONFIDENTIAL~~

SECURITY INFORMATION