

*Everett*

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Memorandum 61-207

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Division Six  
Lincoln Laboratory  
Massachusetts Institute of Technology  
Lexington 73, Massachusetts

*L. B. Bay Jr. 33*

CLASSIFICATION CHANGED TO:	
Auth:	<i>DDJ</i>
By:	<i>RL</i>
Date:	<i>5-15-66</i>

Subject: GROUP LEADERS MEETING - June 20, 1955

To: Group Leaders and Associate Group Leaders

From: C. W. Farr

Date: June 23, 1955

Present: J. W. Forrester, R. R. Everett, D. R. Brown, S. H. Dodd,  
C. W. Farr, J. F. Jacobs, J. A. O'Brien, J. C. Proctor,  
E. S. Rich, N. H. Taylor, C. R. Wieser

- Agenda:
1. Change Procedures
  2. Philco Subcontract
  3. Lincoln Laboratory Library
  4. Maintenance Coordination and Records
  5. Group 61 Organization Changes

1. Change Procedures

N. H. Taylor reviewed the problem of obtaining agreement on satisfactory change procedures. Taylor has discussed with Col. R. S. LaMontagne the need of a meeting with IBM, ADES, JPO, and Lincoln Laboratory. Col. LaMontagne has not called such a meeting to date. Certain changes are being worked out informally with local IBM personnel; certain other items, most important of which is the index register problem, cannot be worked out informally and must be decided at a higher level.

Since the meeting Taylor reports that Col. LaMontagne has decided to call the above mentioned conference for some time during the week of June 27th.

R. R. Everett asked E. S. Rich to assemble the complete index register story and be ready for discussion at the Wednesday meeting with IBM.

2. Philco Subcontract

D. R. Brown reported on a meeting June 15 attended by Lincoln Laboratory and Philco representatives to discuss renewal of the subcontract for work on transistors.

Philco proposed a figure of \$240,000 per year for the scope of work covered by the following subdivisions:

- a. Continue the work started on transistor reliability and improved performance.

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- b. Establish specifications for transistors for computer use.
- c. Develop a memory-driver transistor.
- d. Develop, test, and evaluate computer basic circuits.

Philco has named Herman Affel, Project Engineer, for this subcontract work. Brown estimates that Philco will use approximately a 12 man team on full time assignment for this work.

Division 3 will continue to participate.

The next step is for Philco to send to Lincoln Laboratory contract negotiator a copy of their proposal for extension of the subcontract. R. E. Everett will pass this information along to the Lincoln Laboratory Steering Committee at the June 20 meeting.

Brown is of the opinion that the quality and volume of our supply of transistors produced under the subcontract will be satisfactory.

Brown will arrange a meeting of the Group 63 Steering Committee for Advanced Development and a trip to Philco; both events will be arranged prior to July 10 to accommodate the Philco vacation period the last two weeks in July and certain vacations of key personnel at Lincoln Laboratory.

### 3. Lincoln Laboratory Library

D. R. Brown expressed concern regarding the availability and control of technical reports from outside agencies at Lincoln Laboratory Library. He will study the question further in an effort to formulate constructive criticism.

### 4. Maintenance Coordination and Records

S. H. Dodd and E. S. Rich discussed at length the problems associated with equipment maintenance responsibility and the organization and keeping of maintenance records in a SAGE subsector. After general discussion it was agreed that during the next two weeks Dodd and Rich will prepare a document defining the problem concentrating on its importance and the phases to be considered. The document can then be used as a springboard for obtaining decisions regarding procedure and responsibility.

### 5. Proposed Group 61 Organization Changes

C. R. Wieser explained the supervisory problem which has arisen in Group 61 requiring additional personnel at the Associate Group Leader level. D. R. Israel and J. A. Arnow will be appointed as Associate Group Leaders in Group 61. At the Section Leader level, C. A. Zrabet will pick up the work of Arnow's section and W. I. Walls will pick up the work of Israel's section. H. D. Bennington will replace R. L. Walquist as Section Leader on Program Planning. W. Z. Lemnios, F. J. Heart, and J. F. Nolan will be given Assistant Section Leader responsibility reporting to Walls. P. Vance will be an Assistant Section Leader reporting to Bennington.

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Subsequent discussion resulted in the conclusion that this organization carefully administered was capable of improving general group supervision without serious loss of continuity of detailed work; for example it is planned that Israel will continue a close relationship with test program planning but will not be encumbered by full responsibility for execution of the program.

Attendance of Associate Group Leaders at Group Leader Meetings was considered essential to effective supervision. J. W. Forrester pointed out that the increasing membership of the Group Leaders Meeting increases the necessity for preparation of material for Group Leader Meeting discussion. The allotted 1½ hour period from 9 to 10:30 Monday morning is a reasonable and profitable period for Group Leader discussion however all possible coordination of opinions before the meeting is necessary for effective use of the time of the meeting membership.

Signed:

C. W. Ferr

C. W. Ferr  
Secretary

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