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BFA

Memorandum L-92

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Digital Computer Laboratory
Massachusetts Institute of Technology
Cambridge, Massachusetts

CLASSIFICATION CHANGED TO:
Auth: DD234
By: EDS
Date: 7-15-60

SUBJECT: GROUP LEADERS' MEETING, April 13, 1953

To: Group Leaders

From: David R. Brown

Date: April 14, 1953

Present: Jay W. Forrester, C. W. Adams, D. R. Brown, S. H. Dodd,
R. R. Everett, H. Fahnestock, J. C. Proctor, R. R. Rathbone,
N. H. Taylor, C. R. Wieser, P. Youtz

- Agenda:
1. Revision of Biweekly Report
 2. Report on Draft Status of Staff Members
 3. Staff Salary Review

1. Revision of Biweekly Report

Two proposals for revision of the biweekly report were submitted. One proposal called for three biweekly reports as follows:

1. An unclassified biweekly, including reports from groups 60, 62, 63, 64 and 65.
2. A biweekly report including classified work of group 62.
3. A classified biweekly report including the work of group 61 and the classified part of 64.

This proposal was rejected in favor of a second proposal which calls for one classified biweekly report for the whole laboratory. This report is to be arranged in four sections as follows:

Section 1 WWI activities including computer operation, component failures, and the 6345 work.

Section 2 Central services

Section 3 The Cape Cod System, including reports from groups 61, 64 and 65.

Section 4 WWII including reports from groups 62 and 63.

Sections 1 and 2 will be unclassified and can be detached as a separate unclassified memorandum. Sections 3 and 4 will be classified as

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required. The material will be organized according to subject. Items reported in sections 3 and 4 will be classified individually. All pages of sections 3 and 4, however, will be printed on confidential paper.

Rathbone will arrange for standard forms and treatment of headings but each group will organize its own report and pre-edit all material. Group leaders and section chiefs will include their own summaries.

The distribution of the classified biweekly report creates some problems. The group leader should inform the librarian of the number of copies desired for his group and also report the distribution of these copies. The distribution may be handled by the group leader's secretary.

2. Report on Draft Status of Staff Members

We now have 12 Lincoln Laboratory and one 6345 deferred staff members. Group leaders can get a report of deferred staff members from Proctor. The salary review will show how much effort should be made to defer individual staff members.

3. Staff Salary Review

Insufficient time prevented discussion of the staff salary review. The item will appear on the agenda for the next Group Leaders' Meeting.

Signed

David R. Brown

David R. Brown
Secretary

DBR/djd

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