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Memorandum L-77

UNCLASSIFIED

Digital Computer Laboratory
 Massachusetts Institute of Technology
 Cambridge, Massachusetts

SUBJECT: GROUP LEADERS' MEETING, January 5, 1953

To: Group Leaders

From: David H. Brown

Date: January 6, 1953

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

Agenda: 1. Letterhead for Whittamore Building
 2. Couriers for Classified Material
 3. Salary Review
 4. Laboratory for Electronics
 5. January 7 Visit
 6. Joint IBM-MLT Tube Trip

The minutes of the last Group Leaders' Meeting in L-76 should be changed as follows: Delete the second sentence of the first paragraph on page 1.

1. Letterhead for the Whittamore Building

The Institute telephone number, Kirckland 7-6900, will be added to the letterhead.

2. Couriers for Classified Material

Couriers will go directly to the Group Leader's Secretary to pick up classified material. We are obtaining the necessary receipt forms.

3. Salary Review

We have hired some staff members recently with the understanding that their salary would be reviewed in from three to six months. We should not let these people down. Anderson who was hired last June is one such case, another is Kromer. We should check on all of these particularly to see if anything has been promised.

Bob Hunt is considering resigning from the Laboratory. Everett or Dodd should explain the situation to him.

The Lincoln Laboratory will soon reach its full staff complement and will hire for replacement only, obtaining higher quality staff members and upgrading the level of the staff. The nature of our work will also change and become more advisory and coordinating. We should develop our younger

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staff members so that they will be able to undertake the responsibilities which will arise. None of our staff will go into commercial organizations and others will stay with the Laboratory to do the necessary coordinating. Taylor pointed out that we are now weak in some activities, however, particularly in mechanical design, and must hire even though we cannot hire the best.

4. Laboratory for Electronics

Frank Browne, formerly of Transducer, will be here with two other men on Tuesday, January 12, to discuss magnetics with Brown and Papian.

5. January 7 Visit

Wieser may be asked to give a lecture for the CAA visit on January 7. The computer is scheduled for Wieser from 9:00 a.m. to 12:00 a.m. on that date. Secret clearance for the visitors is being arranged.

6. Joint IBM-MIT Tube Trip

Jack Gostz of IBM has written a report which is available from Taylor. Also, Taylor has the comments of the MIT Group which will be typed for distribution.

Signed

David R. Brown

David R. Brown
Secretary

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