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Memorandum 1-100

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Digital Computer Laboratory  
Massachusetts Institute of Technology  
Cambridge, Massachusetts

CLASSIFICATION CHANGED TO:  
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Date: 3-15-60

SUBJECT: GROUP LEADERS' MEETING, June 8, 1953

To: Group Leaders

From: David R. Brown

Date: June 9, 1953

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

- Agenda:
1. Distribution of Classified Reports
  2. Lectures on MTC
  3. Cores for WWII
  4. Staff Salary Review
  5. Joint Division 2 Division 6 Input Output Meeting
  6. Forrester's Next Trip to Poughkeepsie
  7. Plans for Group 60
  8. Cape Cod System

1. Distribution of Classified Reports

Several staff members have recently complained of the long time required by our mail service for delivery of classified reports. The mail service of classified reports is complicated. The situation will be helped if one or two secretaries for each group are designated to receive and sign for classified material. The mail girl might make one attempt to deliver the material to the individual then give the undelivered reports to the group secretary. The group secretary could sign for all reports.

Unclassified Vassar Street mail arrives twice a day.

The mailing list for Lincoln Laboratory Quarterly Reports is being investigated.

2. Lectures on MTC

Some staff members of Group 63 have requested a series of lectures on MTC. These can be arranged to replace the Group 63 Seminar on Magnetism when it ends this month.

Some interested programmers are needed to keep MTC busy. Also, programs for testing WWII will be needed.

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SECURITY INFORMATION

### 3. Cores for WWII

MIT is setting up facilities to test cores for the WWII prototype. Most of the test equipment is available at the present time, but a temperature regulated area will be required. The temperature coefficient of MTC cores is 1 millivolt per degree Centigrade.

A memorandum on testing cores for WWII will be written to supersede our Memorandum M-1943.

All previous decisions and discussions which call for action on IBM's part should be reviewed. Previous IBM assignments should be brought to a formal status.

### 4. Staff Salary Review

The MIT administration has asked for a review of the salary increases previously prepared. The administration suggested that the larger-percentage increases given the senior staff and the smaller-percentage increases given the junior staff may be unwise. In particular, they ask if the raises given new staff members were large enough or compared favorably with the figures used in calculating starting rates. The starting rate for an average to superior man with a BS is \$20 to \$30 per month for each year; for an average to superior man with a MS, \$25 to \$35 per month for each year. These rates apply up to four years' total experience. The administration also asked if the raises given the experienced senior staff were too large. A review of the increases previously prepared resulted in a few changes. Raises for some junior staff were increased in the light of more recent work of these staff members.

### 5. Joint Division 2 Division 6 Input Output Meeting

A meeting on SDV demodulators will be held on the morning of June 9, 1953.

### 6. Forrester's Next Trip to Poughkeepsie

Forrester will be in Poughkeepsie on Thursday and Friday, June 11 and 12.

### 7. Plans for Group 60

The functions of Group 60 will be reviewed in view of the move to Lexington. Our drafting department, editorial department, and many of the technical services in Group 60 will continue on more or less their present basis. The status of the purchasing department is uncertain. The division heads of the Lincoln Laboratory recognize the special needs of Division 6 and it is hoped that Division 6 can influence the rest of the Lincoln Laboratory to raise the standards of the Laboratory as a whole. Suggestions and comments concerning Group 60 plans can be given to Forrester or Fahnestock.

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8. Cape Cod System

The term "September Demonstration" should be avoided. The Cape Cod System is to be an operating system.

Signed

*David R. Brown*

David R. Brown  
Secretary

DRB/jk

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