

Memorandum L-53

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Digital Computer Laboratory
Massachusetts Institute of Technology
Cambridge, Massachusetts

CLASSIFICATION CHANGED TO:
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By: RRE
Date: 3-15-60

SUBJECT: GROUP LEADERS' MEETING, February 9, 1953

To: Group Leaders

From: David K. Brown

Date: February 10, 1953

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

- Agenda:
1. Authorization to Admit Visitors
 2. Space and Budget
 3. Computer Operation Time Schedule
 4. Overtime
 5. Lexington Building
 6. Services in Whittemore Building
 7. ERA Buffer Drum
 8. Visit by General Saville
 9. Symposium at Wright Field
 10. Papers for IRE Proceedings

1. Authorization to Admit Visitors

The present system for admitting visitors to the laboratory appears to be satisfactory. A new list of persons authorized to admit visitors is being prepared by Proctor. This new list includes Dr. Hill, Dr. Valley, and several others outside of Division 6, as well as specifically designated secretaries. Proctor will determine if a more convenient system for issuing badges to distinguished visitors can be worked out with the Lincoln Laboratory.

2. Space and Budget

The space situation in the Barta Building is now very critical. Space is critical in some areas of the Whittemore Building, but not everywhere. More efficient utilization will be made of the space now assigned for IBM personnel on the fourth floor of Building 3. During this summer and next fall space will continue to be tight and desks for junior staff will be placed in less than ideal locations. Forrester will make recommendations.

Division 6 appears to be exceeding its 1953 budget; probably more money will be obtained from other divisions. Expenditures by Group 61 and 64 for the expanded Cape Cod system require the additional funds. Space

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and our ability to hire are real limitations on further expansion, however. Division 7 has indicated its willingness to help us during the next few months and we will determine how much work we can have done there. Approximately \$70,000 allocated for the purchase of test equipment probably will not be spent. Also, all of the money allocated for MTC may not be spent. We should plan on purchasing equipment for the minimum MTC program and expect IBM to provide the extra equipment for input-output and magnetic-drum studies. Taylor should state the amount required to complete a minimum MTC and also estimate the cost of the IBM-card input-output equipment and magnetic-drum equipment.

3. Computer Operation Time Schedule

WWI is now shut down from 20 to 25 hours per week. Group 64 had planned to put the computer on a 24-hour day, seven-day week basis at about this time. However, since the demand for this extra time is not apparent, the full-time schedule will not be put into effect for another three months or so. The present system is rather flexible and extra hours can be scheduled on an overtime basis if necessary.

4. Overtime

Comments on proposed regulations concerning overtime were requested. The proposed regulations would call for a return to the 40-hour week in all Institute Laboratories. No overtime should be on a regular basis and any overtime should be supervised by a staff member. If more than ten hours per man per month of overtime are required, the requirements should be discussed with the director of the DIC in advance. Our laboratory as a whole has been just below the maximum of ten hours per man per month. This is true largely because of a vigorous effort to hold down overtime in Group 60 where most of the non-staff are employed. Overtime in Group 61 and 62 has been increasing rapidly during the last few months. We can expect overtime to continue to be high in these groups for the next few months. In order to keep the average laboratory overtime down, we should get as much assistance from Division 7 as possible and farm out work where this can be done. Johnston will check the drafting situation.

5. Lexington buildings

A plan for partitions, power, etc. for space in Lexington is requested by April 1. We will lay out the entire area in Building C and some space in Building D. We will probably propose that WWI be put in the basement of Building C.

6. Services in Whittamore Building

The coffee service in the Whittamore Building is not as satisfactory as that in the Barta building and improvements may be desirable. A stronger effort to keep the Whittamore Buildings clean should be made by both the engineers and the janitors.

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7. ERA Buffer Drum

Forrester has a letter from ERA concerning the buffer drum. No delivery date is mentioned.

8. Visit by General Saville

General Saville visited the laboratory on February 2 and had satisfactory conversations with a number of our staff.

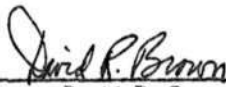
9. Symposium at Wright Field

A Symposium will be held at Wright Field on March 10, 11, and 12.

10. Papers for the IRE Proceedings

Since no papers have been proposed for the October electronic-computer issue of the IRE PROCEEDINGS, Forrester will inform the IRE that we have nothing to submit.

Signed



David R. Brown
Secretary

DRB/dd

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