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Memorandum I-91

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Digital Computer Laboratory  
Massachusetts Institute of Technology  
Cambridge, Massachusetts

SUBJECT: GROUP LEADERS' MEETING, April 6, 1953

To: Group Leaders

From: David R. Brown

Date: April 8, 1953

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

- Agenda: 1. Draft Situation  
2. Status of WWII Decisions  
3. Staff Salary Reviews  
4. Visit on May 4 by Watson

1. Draft Situation

The Institute will request deferment for staff members doing essential work. If the case is sufficiently important, the request will be carried to the Appeal Board, or to the President except in the case of a unanimous decision by the Appeal Board. The policies followed by local boards appear to vary widely. Some boards are now taking the point of view that a deferment must be temporary and after a certain length of time, the individual must be inducted. Very few constructive suggestions can be made. Often the best course is to have the individual apply for an Air Force commission and arrange for him to be assigned to the Cambridge Research Center and work in this laboratory.

Proctor will prepare a list of staff members now deferred and present it at the next Group Leaders' meeting.

2. Status of WWII Decisions

Weekly Monday afternoon meetings will be held for the purpose of disseminating information on the WWII and Cape Cod programs. These meetings will be held immediately following the Group Leaders' meeting. Each Group Leader should invite those from his group whom he feels should attend. The attendance of all section leaders is suggested. Approximately one hour can be devoted to the WWII Program and one hour to the Cape Cod Program. The presentation should include the status of each program and a forecast of important developments expected to take place during the following week. The Group Leaders' meeting will have to terminate at a definite time, possibly 3:00 or 3:30. The most important items should be taken up first at the Group Leaders' Meeting and the meeting be reconvened at a later time if necessary.

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Some one should be appointed the responsibility of noting topics brought up at the WWII Meeting and Cape Cod Meeting which require following up or continued discussions. The first meetings will be held on Monday, April 13.

3. Salary Review

The DIC is now making plans for the July 1 salary reviews. Proctor is preparing cards for DIC Staff members. These cards will include the staff member's present salary and a 6% increase. Increases are to be based on merit and promotion and should average approximately 6% for the entire laboratory. Each Group Leader should arrange his group according to the inherent value of each staff member. Inherent value is difficult to define but it is a combination of ability, training, and potentiality. Explanatory remarks and brackets on the list will be very helpful as well as any cross filing with other groups which can be done.

4. Visit on May 4 by Watson

Thomas Watson, Jr. will visit MIT on Monday, May 4. He will discuss the Air Defense Program and see demonstrations. The exact size of the visiting group is not known at the present time.

Signed

*David R. Brown*

David R. Brown  
Secretary

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