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Memorandum L-101

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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 15, 1953

To: Group Leaders

From: David R. Brown

Date: June 17, 1953

Present: Jay W. Forrester, D. R. Brown, R. R. Everett, H. Fahnstock,
N. H. Taylor, C. R. Wieser, P. Youtz

- Agenda:
1. Correction to Previous Minutes
 2. Lincoln Laboratory Transportation
 3. Transition System Planning and Control Office
 4. Transfer of Information to Outsiders
 5. Approval of Technical Agreements for the Transition System

1. Correction to Previous Minutes

In the minutes of the Group Leaders' Meeting, June 8, 1953, issued in Memorandum L-100, delete the sentence in Section 1 which reads, "The mailing list for Lincoln Laboratory Quarterly Reports is being investigated."

2. Lincoln Laboratory Transportation

When a Lincoln Laboratory car must be taken home over night, a written explanation of the necessity should be submitted.

3. Transition System Planning and Control Office

The planning and control office is a clearing house, not an authority. The function of the office is primarily to see that papers get the correct distribution, referred to the proper authorities, and keep contracting officers well informed of Lincoln Laboratory approvals of IBM activities. This office should have a complete set of files, including minutes of technical meetings. The office is described in Lincoln Laboratory Administrative Bulletin No. 49.

4. Transfer of Information to Outsiders

Now that MTC is showing signs of success, an increasing number of outsiders will be requesting detailed information on MTC. What is to be our general policy for visitors and outside distribution of reports?

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SECURITY INFORMATION

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Requests to visit the laboratory will be referred to J. C. Proctor. Any request to visit, or actual visit, which is not answered or arranged by Proctor should be reported to him.

No drawings, reports, engineering notes, memoranda, printed matter, etc. should be sent to outsiders, except in answer to requests made to Forrester's office through appropriate Air Force channels. The headings of our reports, engineering notes, memoranda, etc., should be changed to include a reference to the Lincoln Laboratory.

5. Approval of Technical Agreements for the Transition System

Formal Lincoln Laboratory approval by Forrester or Everett of important technical agreements will be required so that this laboratory can retain its control over the design of the transition system and so that the contracting officers can be informed of important agreements.

All important technical agreements will require approval. These will include basic circuits, tube types, block diagrams, and others. Approval will be required for anything which concerns people outside of Group 62 and IBM's Project High. In most cases, the agreements will be worked out first between Group 62 and IBM and then receive Forrester's or Everett's approval for the Lincoln Laboratory.

Several procedures for handling the paper work involved and seeing that the proper authorities are consulted have been proposed. One proposal would have this done by the Standards Committees of Division 6 and Project High. The chairmen of the Standards Committees would be responsible for seeing that all of the authorities concerned in any technical matter had reached an agreement. The chairmen of the Standards Committee, Watt for Division 6 and Sweetland for High Street, could then speak for each organization.

Signed



David R. Brown
Secretary

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