

PL-BX P.118

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Memorandum 6L-222

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Division 6 - Lincoln Laboratory
Massachusetts Institute of Technology
Lexington 73, Massachusetts

CLASSIFICATION CHANGED TO:
Auth: DD 254
By: P.R.F.
Date: 3-15-60

SUBJECT: GROUP LEADERS' MEETING - October 3, 1955

To: Group Leaders and Associate Group Leaders

From: C. W. Farr

Date: October 5, 1955

Present: J. W. Forrester, R. R. Everett, S. H. Dodd, C. W. Farr, D. R. Israel,
J. F. Jacobs, B. E. Morriss, Jr., J. A. O'Brien, W. N. Papiian,
J. C. Proctor, E. S. Rich, N. H. Taylor, P. Youtz

- Agenda:
1. Air Conditioning
 2. M Notes
 3. Project High Coordination Committee-Attendance and Agenda
 4. Tape Units for MNC
 5. AICBM Computer Work
 6. Building F Security
 7. Personnel Training

1. Air Conditioning

O'Brien reported that Division 7 would probably make an offer soon to a graduate engineer from the University of Miami who has air conditioning experience; if hired, this man will be assigned for a six-months period to study the Building F problems.

2. M Notes

Proctor and Farr reported on investigation of M note distribution. Procedure requires that distribution be indicated by author of the M note. No better method has been suggested and no indefensible distributions have been noted.

Following the suggestion at the September 26 Group Leaders' Meeting, we shall institute the practice of distributing abstracts only except as the author requests distribution of the complete report; a similar procedure is followed with TIRs. A notification will be issued to Division 6 staff members and secretaries instituting this procedure. Proctor will arrange for Frank Hazel to receive copies of M notes (as security permits) for assistance in improving the quality of abstracts. The new procedure is aimed at improved communication and economy of reading time and not at mere paper-saving or limiting access to detailed information; full report copies will be available to all who need them.

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In case reports are prepared by BTL people or other contractors, the signature of the originator should appear on the M note along with the further signature of the responsible Lincoln supervisor.

3. Project High Coordination Committee-Attendance and Agenda

Morris obtained suggestions for the agenda for the Project High Coordinating Meeting this week at P'k'psic and listed the Lincoln Personnel who will attend.

Forrester reported that IBM may supply additional people to aid in our programming effort.

4. Tape Units for MTC

O'Brien inquired status of tape units for MTC; Morris agreed to discuss with IBM this week; O'Brien will obtain a statement from Hosier concerning the demand for MTC time.

5. AICBM Computer Work

Forrester discussed the possibility of Group 63 work on the computer aspects of the AICBM problem.

6. Building F Security

O'Brien summarized questions raised by IBM concerning uncleared visitors in Building F; he traced the origin of this classification problem back to documents issued from the Lincoln Project Office. Taylor commented on further interpretation of this subject in correspondence between Kromer and Burke of IBM. Forrester agreed to discuss this problem with Colonel LaMontagne and with the Steering Committee.

7. Personnel Training

Jacobs reported on a meeting last week attended by Colonel Urquhart, Captain Carroll, Messrs. Jacobs, Hibbard, and others to discuss personnel training. A committee representing ATC, ADC, Section C, and Lincoln was formed, with a two-week deadline, to formulate a program aimed at the completion of a training program by April 1.

C. W. Farr
C. W. Farr
Secretary

CWF:rv

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