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Digital Computer Laboratory
Massachusetts Institute of Technology
Cambridge, Massachusetts

SUBJECT: GROUP LEADERS' MEETING, May 19, 1952
To: Group Leaders
From: Harris Fahnestock
Date: May 22, 1952

CLASSIFICATION CHANGED TO:
Auth: <u>DDJ/SY</u>
By: <u>RRE</u>
Date: <u>3-15-60</u>

Attending: C. W. Adams, S. H. Dodd, H. Fahnestock,
J. W. Forrester, N. H. Taylor, C. R. Weiser, P. Youtz

- Agenda: 1. Building Facilities
2. Whirlwind II Meetings
3. Block Diagram Meetings
4. Training

1. Building Facilities

All of the Whittemore Building is expected to be ready for occupancy by June 1. There will, however, still be some lack of telephones. We have been promised twenty-five additional lines by Tucker for use between now and September when the final system goes in. Taylor is anxious that all Group Leaders' in both buildings have private lines either on the M.I.T. switchboard or outside lines.

Weiser was asked to supply a sitting arrangement for the fourth floor and Brown and Taylor for the second and third floor. These are needed promptly for arrangement of partitions and telephones.

It was suggested that perhaps all or part of the library should be moved to the Whittemore Building.

2. Whirlwind II Meetings

Taylor objected to the expression of too much highlevel indecisions in the Whirlwind II Meetings. After considerable discussion it was generally agreed that this was detrimental to the confidence of new and inexperienced

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men, although it was definitely good for such as Briggs, Eckl, Von Buelow, and other section leaders. Efforts will be made to confine such planning discussions to the Block Diagram Meetings.

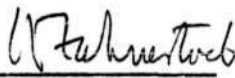
3. Block Diagram Meetings

It was agreed that the Block Diagram Meetings suffered from a combination of very new and very experienced Staff and that they lacked proper leadership. Forrester was anxious to have more engineering representation in these meetings. Taylor plans to have Jacobs, Papien, Olsen, Briggs, and Ogden attend and would like to have Daggett and O'Brien. Taylor and Forrester were both concerned that there was too little Whirlwind II representations in the meetings and it was agreed that Taylor and Dodd would further discuss the possibility of setting a date for the transfer of some particular experienced Whirlwind I man to Whirlwind II.

4. Training.

Forrester reported that Nelson would take over the administration of a one week training course to be run every week, to be started on Tuesday, May 27. The course will be run for new arrivals and within limits will try to pick up many recent arrivals. It should be possible to take the course more than once if desirable. Nelson will further see that new members of Groups 61, 62, and 63 will periodically be exposed to the work of the other Groups.

Signed


H. Fahnestock
Secretary - pro tem

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