

Memorandum L-121

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Wieser

Division 6 - Lincoln Laboratory
Massachusetts Institute of Technology
Cambridge 39, Massachusetts

CLASSIFICATION USED TO:
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By: <i>RKE</i>
Date: <i>3-15-66</i>

SUBJECT: GROUP LEADERS' MEETING, September 28, 1953

From: David R. Brown

To: Group Leaders

Date: October 1, 1953

Present: Jay W. Forrester, C. W. Adams, D. R. Brown, S. H. Dodd, R. R. Everett,
J. C. Proctor, C. R. Wieser

- Agenda:
1. Correction to Minutes of September 14 Group Leaders' Meeting
 2. Western Computer Conference
 3. Lincoln Laboratory Seminars
 4. Briefing on Cape Cod System
 5. Move to Lexington
 6. Visitors to the Cape Cod System
 7. Biweekly Reports
 8. Handling of Classified Materials
 9. Research Assistants
 10. Liaison with Colorado Springs
 11. Standards
 12. Basic Component Research
 13. AN/FSQ-7 Installation Planning

1. Correction to Minutes of September 14 Group Leaders' Meeting

The minutes of the Group Leaders' Meeting, September 14, 1953, issued in Memorandum L-119 should be corrected. On page 2, paragraph 3, the two sentences which read, "Several years from now, the applications program should be studied to determine what future course it should take. At that time such questions as sponsorship, maintenance cost of Whirlwind I, MTC, or some other computing machine will be considered.", should be changed to read, "The applications program should be studied to determine what future course it should take. Such questions as sponsorship, maintenance cost of Whirlwind I, MTC, or some other computing machine will be considered."

2. Western Computer Conference

The Western Computer Conference to be held in Los Angeles on February 11 and 12 is to feature business applications and control applications. The laboratory has received a letter from Mr. Harry Burke soliciting papers. Our laboratory is not expected to submit any papers.

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3. Lincoln Laboratory Seminars

Dudley Buck has been invited to present his paper on "Magnetic and Dielectric Amplifiers" at the Lincoln Laboratory Seminar on October 6. The presentation may include some of the magnetic-core circuit work which has been done in Group 62.

4. Briefing on Cape Cod System

Brown suggested that Group 61 arrange to present several lectures on the Cape Cod system accompanied by a demonstration for groups inside the laboratory but outside Group 61. Brown will see Wieser at the end of October when the system is operating to make more definite plans.

5. Move to Lexington

Some of the non-staff feel they need to know now when the laboratory plans to move to Lexington. The time of the move may determine whether or not a man will stay with the laboratory.

Wainwright is now working on plans and drawings for the move.

The buildings will be available January 1, 1954, and we should probably plan on making necessary alterations after that date. Assuming two months would be required for these alterations and additional installations, we could not begin to move before March 1. Proctor will discuss moving plans with the different groups which are concerned and prepare a proposal for the move.

The move to Lexington may necessitate some changes in working hours since Division 6 now has different working hours from the rest of the Lincoln Laboratory. At Lexington, hourly employees now work a 44-hour, 5-day week, starting work at 7:45 and taking 45 minutes for lunch. After we move to Lexington our hourly personnel will probably begin work at 7:45 or 8:00 and work the same number of hours per week as the rest of the Lincoln Laboratory. Those who wish to work only 40 hours may do so. Secretaries will be given a choice of a 35-hour or a 40-hour week. The staff should consider working from 8:00 to 4:30 or 5:00.

6. Visitors to the Cape Cod System

This laboratory will send a letter to other organizations interested in air defense advising them that the Cape Cod system is in operation and visits to the laboratory can be undertaken. This letter will state the procedure for arranging visits, the days of the week available for demonstrations, the duration of the demonstrations, the maximum number of people which can be accommodated, etc. Exceptions to these rules can be expected.

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Dodd and Wieser will make recommendations for the visiting rules. Thursday appears to be the preferred day, Wednesday and Friday might be included by special arrangement.

7. Biweekly Reports

A portion of the Biweekly Report from Group 61 must be classified Secret. A Secret supplement will be issued and distributed to Group Leaders of Division 6 and others by special request. Wieser will check with Division 2 to determine which Group Leaders there will want this supplement.

8. Handling of Classified Materials

The present system of handling classified material, which involves the use of receipt forms, is not flawless. The receipt forms can easily be omitted for some transfers, resulting in a loss of accountability. Proctor will see if the system should or can be improved.

9. Research Assistants

The laboratory has eight research assistants expecting degrees in February, 1954. These are J. Dintenfass, S. Fine, H. B. Frost, J. Hayase, N. Jones, H. Neumann, J. Raffel, and H. Seward. We should consider each one of these as a candidate for the DDL Staff. Each one of these should be considered on his own merits, just as we would consider a new candidate for a DDL Staff position.

10. Liaison with Colorado Springs

The Lincoln Laboratory will station a representative in Colorado Springs to maintain an office there. J. C. Hanson of Group 21 has been nominated to be the semi-permanent representative. Experts from the Lincoln Laboratory will visit the liaison office on alternate weeks to speak for various aspects of the Lincoln Laboratory program.

11. Standards

Division 6 is involved with three sets of standards: (1) the Division 6 laboratory standards, (2) the Lincoln Laboratory standards, and (3) the Joint MIT-IBM standards for the FSQ-7 program. The procedure for approving standards for the Division 6 standards book needs to be revised. Poor judgment has been evident in the choice of several recent standards taken from the FSQ-7 program. Proctor will make recommendations for a revised Division 6 standards procedure.

12. Basic Component Research

Forrester has talked to Professor Gordon Brown about the basic-component-research program mentioned in Section 1 of the Minutes of the Group Leaders' Meeting, September 14, 1953. Further action will await word from Professor Brown.

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13. AN/FSQ-7 Installation Planning

Hugh Wainwright is now working on plans for the installation of AN/FSQ-7 (XD-1) in the basement of Building A. Dodd will work with Everett and Taylor on the overall schedule and planning. Wainwright will check with Dodd to coordinate his work with the overall planning.

Signed David R. Brown
David R. Brown
Secretary

DRB/jk

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